



EMPLOYMENT APPLICATION

We are an Equal Opportunity Employer. We consider applicants for all positions without regard to race, sex, sexual orientation, religion, creed, national origin, ancestry, color, age, disability, marital status, veteran status, or any other legally protected status. It is our policy to abide by all Federal, State, and local laws concerning discrimination in employment. No question in this application is intended to elicit information in violation of any such law nor will any information obtained in response to any question be used in violation of any such law.

Last Name	First	Middle	Date
Street Address		Home Telephone ()	
City, State, Zip		Business Telephone ()	
Have you ever applied for employment with this organization? <input type="checkbox"/> No <input type="checkbox"/> Yes, date(s) and location		Social Security #	
Were you previously employed by this organization? <input type="checkbox"/> No <input type="checkbox"/> Yes, date(s) and location		Date Available for Work	
Position Applying For		Pay Expected	
Check the following options which you would consider <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Seasonal		Will you work overtime if asked? <input type="checkbox"/> No <input type="checkbox"/> Yes	
If you are under 18, can you furnish a work permit? <input type="checkbox"/> Yes <input type="checkbox"/> No If you are hired, you must provide proof of authorization to work in the United States.			

School	Name and Location of School	Course of Study	No. of Years Completed	Did you Graduate?	Diploma or Degree
Elementary				<input type="checkbox"/> Yes <input type="checkbox"/> No	
High School				<input type="checkbox"/> Yes <input type="checkbox"/> No	
Business/Trade/ Technical				<input type="checkbox"/> Yes <input type="checkbox"/> No	
College				<input type="checkbox"/> Yes <input type="checkbox"/> No	
Graduate				<input type="checkbox"/> Yes <input type="checkbox"/> No	

List any memberships you hold in a professional organization (Exclude those which may disclose your race, color, religion or national origin)

<h1>EMPLOYMENT</h1>	Please give accurate, complete full time and part time employment record. Start with your present or most recent employer.
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1	Company Name	Telephone ()
	Address	Employed (show month and year) From To
	Name of Supervisor	Pay Start Last
	State Job Title and Describe Your Work	Reason for Leaving

2	Company Name	Telephone ()
	Address	Employed (show month and year) From To
	Name of Supervisor	Pay Start Last
	State Job Title and Describe Your Work	Reason for Leaving

3	Company Name	Telephone ()
	Address	Employed (show month and year) From To
	Name of Supervisor	Pay Start Last
	State Job Title and Describe Your Work	Reason for Leaving

4	Company Name	Telephone ()
	Address	Employed (show month and year) From To
	Name of Supervisor	Pay Start Last
	State Job Title and Describe Your Work	Reason for Leaving

We may contact the employers listed above unless you indicate those you do not want us to contact.	Employer Number _____ Reason _____
	Employer Number _____ Reason _____
	Employer Number _____ Reason _____

MILITARY	Did you serve in the U.S. Armed Forces? <input type="checkbox"/> Yes <input type="checkbox"/> No	If "Yes", in what Branch?
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List any other education, training, special skills or certificates/licenses that you possess:

List any machines or equipment that you are qualified and experienced at:

CRIMINAL QUESTIONS

Have you ever been convicted of a felony or misdemeanor other than a Class C misdemeanor?*

YES NO

If you answered yes to the preceding question, state the offense, date of offense, location, and disposition.

* Answering this question in the affirmative will not automatically disqualify the applicant from consideration for employment.

PLEASE READ CAREFULLY BEFORE SIGNING THE APPLICATION

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I certify that answers given herein are true and complete to the best of my knowledge. I authorize the Company to investigate all statements in this application and to secure any necessary information from all my employers, references and academic institutions. I also authorize the Company to secure financial and credit information through an appropriate agency and to check my background for felony convictions.

I authorize persons, schools, licensing agencies, current and previous employers and organizations named herein and on any accompanying resume to provide the Company or any investigator working on its behalf with relevant information for use as part of an overall evaluation of my qualifications. I hereby release all such persons, entities, and the company from any liability for any injury or damage that may result from the furnishing of information to the Company concerning me or any action the Company takes on the basis of such information.

I understand that any offer of employment is contingent upon receipt of a satisfactory report concerning my credit, academic credentials, and employment references. Because of amendments to the Fair Credit Reporting Act in 1997, I understand that extra procedures are required of the Company. Thus, I will be notified as to those procedures if my application for employment necessitates a credit report. I further understand that any false information, misleading statements or omission of facts will be sufficient cause for rejection of my application if the Company has not employed me and for immediate dismissal if the Company has employed me.

In the event of my employment with the Company, I will comply with all rules, regulations, and policies set forth in the Company's policy manual or other communications distributed by the Company. I understand the Company promotes an alcohol/drug free workplace. I agree to abide by the guidelines set forth in the Company's alcohol/drug abuse policy.

I understand that nothing in this employment application, in the Company's policy statements or personnel guidelines, or in my communications with any Company official is intended to create an employment contract between the Company and me. I also understand that the Company has the right to modify any of its policies without giving notice of the changes to me. No promises of employment have been made to me. I acknowledge that the Company employs individuals under the employment-at-will doctrine and that this is not subject to any changes. I understand that if an employment relationship is established, I have the right to terminate my employment at any time for any reason. I also understand that the Company retains the right to terminate my employment at any time for any reason.

I hereby acknowledge that I have read and understand the preceding statements.

Date

Signature

For employer's use only

I N T E R V I E W R E S U L T S	Interviewer Name and Comments