



Employment Application

We consider applicants for all positions on the basis of qualifications and without regard to race, color, religion, sex, national origin, age, marital status, veteran status, disability, sexual orientation, use of lawful products during non-work hours and any other legally protected status.

PLEASE PRINT

Position(s) Applied For	Date of Application
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How did you learn about the company? (Circle one)

Advertisement	Friend	Walk-in
Recruiting Firm	Current Employee	Other:

Last Name	First Name	Middle Name
Address Number	Street	City
		State
		Zip Code
Telephone Number(s) where we may contact you:		
Home: () ()		Work: () ()

Are you available to work:

Regular Full-time

Regular Part-time, Hours/Dates:

Temporary-Hours/Dates:

If you are under 18 years of age, can you provide required proof of you eligibility to work? Yes No

Have you ever submitted an application with the company before? Yes No
 If yes, please give date: _____

Have you ever been employed with the company before? Yes No
 If yes, please give date: _____
 Are you currently employed? Yes No
 May we contact your present employer for references? Yes No
 Are you legally qualified to work in the United States? Yes No
(Proof of citizenship or immigration status will be required upon employment.)

On what date would you be available for work? _____

EDUCATION

	Elementary School	High School	Technical School	College	Other
School Name and Location					
Years Completed	4 5 6 7 8	9 10 11 12	1 2	1 2 3 4	1 2 3 4
Diploma Degree		Yes No	Yes No	Yes No	
Major Course(s) of Study					

Summarize special skills and training not listed above:

List an honors or achievements received:

List professional, trade, business, or civil activities and offices held.
 You may exclude memberships which may reveal sex, race, religion, national origin, age, or disability or other protected status:

References

Give name, address, and telephone number of three business references who are **not** related to you.

1. _____

2. _____

3. _____

Employment Experience

Start with your present or most recent position. If information is already on your resume, fill in only those items not listed on your resume (i.e. reason for leaving, salary, etc.).

If you need additional space, please continue on a separate sheet of paper.

1. Employer	Dates Employed		Work Performed
Address	From	To	
Telephone Number(s)	Base Pay		
Job Title	Start	Final	
Supervisor			
Reason for Leaving			

2. Employer	Dates Employed		Work Performed
Address	From	To	
Telephone Number(s)	Base Pay		
Job Title	Start	Final	
Supervisor			
Reason for Leaving			
3. Employer	Dates Employed		Work Performed
Address	From	To	
Telephone Number(s)	Base Pay		
Job Title	Start	Final	
Supervisor			
Reason for Leaving			
4. Employer	Dates Employed		Work Performed
Address	From	To	
Telephone Number(s)	Base Pay		
Job Title	Start	Final	
Supervisor			
Reason for Leaving			

Special Skills and Qualifications

Summarize special job-related skills and qualifications acquired from employment or other experience. State any additional information you feel may be helpful to us in considering your application.

Knowledge of Microsoft Excel (circle one): Basic Intermediate Advanced

Knowledge of Microsoft Word (circle one): Basic Intermediate Advanced

Typing skills (circle one): Basic Intermediate Advanced

Words per minute (if known): _____

I certify that the answers given herein are true and complete to the best of my knowledge. I also authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written documentation or by conduct unless an authorized executive of this organization specifically acknowledges such change in writing.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the Employer.

Signature of Applicant

Date