



Employment Application

Applicant Instructions - If you need help filling out this application form or for any phase of the employment process, please notify the person that gave you this form or our HR Department and every effort will be made to accommodate your needs in a reasonable amount of time.

1. Please read "APPLICANT NOTE" below
2. Complete all three pages.
3. If more space is needed to complete any question, use the comments section on the last page.
4. Print clearly if filling out manually; incomplete or illegible applications will not be processed.

Name (last, first, middle) _____ Today's Date _____

Social Security Number _____

Current Address _____ City _____ State _____ Zip Code _____

Previous Address _____ City _____ State _____ Zip Code _____

Home phone () _____ Work Phone () _____ e-mail _____

Applicant Note This application form is intended for use in evaluating your qualifications for employment. This is not an employment contract. Please answer all appropriate questions completely and accurately. False or misleading statements during the interview and on this form are grounds for terminating the application process or, if discovered after employment, terminating employment. All qualified applicants will receive consideration without discrimination because of sex, marital status, race, creed, national origin or the presence of disabilities. A felony conviction will not necessarily bar an applicant from employment. Affirmative action may be requested by qualified applicants. Additional testing of job-related skills and for the presence of drugs in your body may be required prior to employment. After an offer of employment, and prior to reporting to work, you may be required to submit to a medical review. Depending on company policy and the needs of the job, you will be required to complete a medical history form and may be required to be examined by a medical professional designated by the company.

Availability For which position are you applying _____ What date can you start? _____

What category would you prefer? Full-time Part-time Temporary

For which schedules are you available? Weekdays Weekends Evenings Nights Overtime

Education Please circle highest grade completed. 7 8 9 10 11 12 13 14 15 16 16+

If your school records are under a different name than above, please enter that name _____

High School	City/State	Graduate?	Degree?
College	City/State	Graduate?	Degree?
Other	City/State	Graduate?	Degree?

Security List states and counties of residence for the past seven years. _____

Have you used any names or Social Security Numbers other than those on this page? Yes No If so, please list in the comments section

Have you been convicted of, or served time for a felony in the past seven years? Yes No If so please describe below. (In accordance with company policy this information will be reviewed for job relatedness and time since last conviction.)

Incident	City/State	Charge
Incident	City/State	Charge

Job-Related Skills

NOTE: Do not fill out any part of this section you believe to be non-job related.

List languages you are fluent. _____

If the job requires, do you have the appropriate valid drivers license? Yes No

DL# _____ Type _____ State of Issue _____

Have you had any moving violations? Yes No Please describe _____

Please list any other skills, licenses or certificates that may be job-related or that you feel would be of value to this job or Company. _____

Have you been given a job description or had the requirements of the job explained to you? Yes No

Do you understand these requirements? Yes No

Can you perform the requirements of this job with or without reasonable accommodation? Yes No

Previous Employers

PLEASE NOTE: Your application will not be considered unless every question in this section is answered. Since we will make every effort to contact previous employers, the *correct telephone numbers of past employers are critical*. Ask for a phone book or call information if you need. **FOR EMPLOYERS OUTSIDE OF THE U.S., A CURRENT FAX NUMBER IS MANDATORY.**

Most recent employer.		<input type="checkbox"/> Yes <input type="checkbox"/> No	Are you currently working for this employer?	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, may we contact?	
1. Company Name		Dates of employment		From To
Address		City	State	Zip code
Phone ()	Fax ()			
Job Title		Supervisor Name		
Duties				
Beginning salary	Ending salary	Reason for Leaving		
2. Company Name		Dates of employment		From To
Address		City	State	Zip code
Phone ()	Fax ()			
Job Title		Supervisor Name		
Duties				
Beginning salary	Ending salary	Reason for Leaving		
3. Company Name		Dates of employment		From To
Address		City	State	Zip code
Phone ()	Fax ()			
Job Title		Supervisor Name		
Duties				
Beginning salary	Ending salary	Reason for Leaving		

References

Include only individuals familiar with your work ability. Do not include relatives.

Name	Address/Phone	Years Known/Relationship
1.		
2.		
3.		

Comments

Certification and Release I certify that I have read and understand the applicant note on page one of this form and that the answers given by me to the foregoing questions and the statements made by me are complete and true to the best of my knowledge and belief. I understand that any false information, omissions or misrepresentations of facts called for in this application may result in rejection of my application or discharge at any time during my employment. I authorize the company and /or its agents, including consumer reporting bureaus, to verify any if this information. I authorize all former employers, persons, schools, companies and law enforcement authorities to release any information concerning my background and hereby release any said persons, schools, companies and law enforcement authorities from any liability for any damage whatsoever for issuing this information. I also understand that the use of illegal drugs is prohibited during employment. If company policy requires, I am willing to submit to drug testing to detect the use of illegal drugs prior to and during employment.

Signature _____ Date _____

Notes
