

APPLICATION FOR EMPLOYMENT

**This Application Will Be
Active for 30 Days**

An Equal Opportunity Employer

PERSONAL INFORMATION

Name _____ Date: _____
Social Security No. _____
Present Address _____
No. Street City State Zip How Long?
Phone No. _____ Are you 18 years or older? _____ Yes _____ No
Previous Address _____
No. Street City State Zip How Long?
Have you ever obtained employment under another name? _____ Yes _____ No If yes, please explain: _____

In the event of an emergency, who would be contacted? (Please provide name and telephone number) _____

EMPLOYMENT DESIRED

Position _____ Date you can start _____ Salary Desired _____
How did you hear about this position? _____
Have you ever applied to or been employed by this company before? _____ Yes _____ No
Where _____ When _____
Are you related to or acquainted with any employees of this company? _____ Yes _____ No If yes, please explain: _____

Are you willing to work flexible hours, which may or may not include weekends and/or overtime? _____ Yes _____ No

Are you willing to travel? _____ Yes _____ No How much? _____

Are you willing to relocate? _____ Yes _____ No What geographic preference? _____

Have you ever belonged to an organization or professional group which has a direct bearing upon your qualification for the job which you are seeking? You may exclude those clubs, etc., which by nature, would identify your race, religion, national origin, ancestry, age, sex, color, marital status or physical or mental handicap. What offices did you hold, if any?
_____ Yes _____ No If yes, please explain: _____

EDUCATION

Type of School	Name and Location	Courses Majored In	Indicate No. of Yrs. Comp. at Each School	Grad? Give Degrees	Month Years Attended
High School:	_____	_____	_____	___ Yes ___ No	___ / ___ to ___ / ___ to
College or other Schooling:	_____	_____	_____	___ Yes ___ No	___ / ___ to ___ / ___ to
College or other Schooling:	_____	_____	_____	___ Yes ___ No	___ / ___ to ___ / ___ to
College or other Schooling:	_____	_____	_____	___ Yes ___ No	___ / ___ to ___ / ___ to

If not a graduate of last school attended, why did you leave school? _____

What special training have you had other than high school or university, including any certifications or licenses which you hold? _____

Do you speak or write any foreign language? ___ Yes ___ No If yes, please list: _____

List any academic prizes, honors or awards received. _____

Grade Point Average High School _____ College _____

EMPLOYMENT HISTORY

1. Present/Prior Employer _____ Address _____ Phone () _____

From (Mo/Yr) _____ To (Mo/Yr) _____ Title of Position _____ Immediate Supervisor _____

Earnings Monthly Start: _____ End: _____ Reason for Leaving _____
2. Present/Prior Employer _____ Address _____ Phone () _____

From (Mo/Yr) _____ To (Mo/Yr) _____ Title of Position _____ Immediate Supervisor _____

Earnings Monthly Start: _____ End: _____ Reason for Leaving _____
3. Present/Prior Employer _____ Address _____ Phone () _____

From (Mo/Yr) _____ To (Mo/Yr) _____ Title of Position _____ Immediate Supervisor _____

Earnings Monthly Start: _____ End: _____ Reason for Leaving _____
4. Present/Prior Employer _____ Address _____ Phone () _____

From (Mo/Yr) _____ To (Mo/Yr) _____ Title of Position _____ Immediate Supervisor _____

Earnings Monthly Start: _____ End: _____ Reason for Leaving _____
5. Present/Prior Employer _____ Address _____ Phone () _____

From (Mo/Yr) _____ To (Mo/Yr) _____ Title of Position _____ Immediate Supervisor _____

Earnings Monthly Start: _____ End: _____ Reason for Leaving _____

May we contact the employers listed above? _____ Yes _____ No

If no, please indicate by number which one(s) you do not wish us to contact _____

Have you ever been bonded? _____ Yes _____ No If yes, on what jobs? _____

U.S. MILITARY SERVICE If non, write "None" in Date Entered space.

Date Entered _____ Highest Rank Held _____

Date Discharged _____ Rank at Time of Discharge _____

Are you a member of the Active Reserve? _____ Yes _____ No If yes, what is your obligation? _____

Any special commendations or recognition? _____

Do you have an honorable discharge? _____ Yes _____ No If your discharge was other than honorable, please explain type and reason in space provided. Note: Discharges other than honorable are not necessarily a bar to employment; however, deception as to the exact nature of discharge will result in denial of employment or a subsequent discharge with cause should you be hired. _____

REFERENCES Give the names of three persons not related to you, whom you have known at least one year.

Name	Occupation	Address	Phone Number	Years Acquainted
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Have you ever been convicted of a felony or misdemeanor or is there any legal proceeding pending against you? _____ Yes _____ No
If yes, please explain. _____

No applicant will be denied employment solely on the grounds of conviction of a felony or misdemeanor offense. The nature of the offense, the date of the offense, surrounding circumstances and the relevance of the offense to the position applied for may, however, be considered.

DRUG TESTING POLICY This company strives to maintain a drug free work place. To achieve this goal, I agree to undergo a drug screening test, if required to do so by this company, at a drug testing facility selected by this company, the results of which will be held in confidence. I further understand that the detection of one or more prohibited substances or drugs revealed by this test may disqualify me from further consideration for employment with this company.

I hereby release _____ (Company Name) from any and all liability of any kind resulting from such drug testing and from the information obtained therefrom.

CERTIFICATION AND AUTHORIZATION

"I certify that the facts contained in this application are true and complete to the best of my knowledge and understand that, if employed, falsified statements on this application shall be grounds for dismissal.

I hereby authorize _____ (Company Name) to thoroughly investigate my references, credit history, employment record, conviction record and other matters related to my suitability for employment and hereby release _____ (Company Name) from any and all claims, demands or liabilities arising out of or related to such investigation or disclosure.

I acknowledge that, as a condition of employment, I may be required to take a personality/behavioral test. If so, I authorize the testing facility to release the results of such testing to this company with the understanding that the results of such testing shall be held in confidence. I understand and agree that, if hired, my employment is for no definite period and may, regardless of the date of payment of my wages and salary, be terminated at any time without prior notice."

Date: _____

Signature: _____

