



Application for Employment

Please fill out form completely for employment consideration. Print and fax or mail when completed.

Prospective employees will receive consideration without discrimination because of race, creed, color, sex, age, national origin or handicap. We are an equal opportunity employer.

Personal Information

Date _____

Last name First Middle

Street Address Home Phone

City, State, Zip

Business Phone E-Mail Address

What was your previous address? How long at present address?

Are you over 18 years of age? yes no
If not, employment is subject to verification of minimum legal age.

Have you ever applied for employment with us?
 yes no
If yes: Month and year

How did you hear about our company?

Are you legally eligible for employment in the United States? When will you be available?

Are you employed now? If so, may we contact your present employer?

Have you ever been convicted of a crime in the past ten years, excluding misdemeanors and summary offenses, which has not been annulled, expunged or sealed by a court? yes no
If Yes, please describe in full.

Do you have valid license? yes no

Have you ever been dismissed or asked to resign from any position? yes no
If yes, please explain

Employment History

List your employment history starting with the most recent employer. List all positions held, including military experience, part-time, summer and/or volunteer work and periods of unemployment. Explain any gaps in employment in comments section below.

Employer	Telephone	Dates Employed		Summarize your job responsibilities
		From	To	
Address	()			
Job Title				
Immediate Supervisor and position				
Reason for leaving				

Salary
Final
\$
 weekly
 monthly
 hourly

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Personal References

Name	Telephone	Years Known

Educational References

College/University/ Trade Schools	City/State Credits	Degree/ Completed	Year Diploma	Major	Minor
High School :					

Explain gaps in employment: _____

Special skills and qualifications: _____

Please read each statement carefully before signing:
I certify that all information provided in this employment application is true and complete. I understand that any false information or omission may disqualify me from further consideration and may result in dismissal if discovered at a later date.

I authorize the investigation of any or all statements contained in this application and also authorize any person, school, current employer (except as previously noted), past employers and organizations named in this application to provide relevant information and opinions that may be useful in making hiring decisions.

I understand that this application or subsequent employment does not create a contract of employment nor guarantee employment for any definite period of time. I understand that if employed I will be hired at the will of the employer and my employment may be terminated at any time, for any reason or no reason, with or without notice.

I have read, understand, and by my signature consent to these statements.

Signature: _____ Date: _____