

Date Completed: _____

APPLICATION FOR EMPLOYMENT

We are an equal opportunity employer and do not discriminate on the basis of race, religion, color, national origin, age, sex, gender, disability or any other characteristic protected by applicable law.

INTRODUCTORY INFORMATION:

Name: _____ E-mail: _____

Address: _____ Phone: _____

City: _____ State: _____ Zip: _____ Cell Phone: _____

APPLICANT QUESTIONS:

Type of worked desired: _____ Salary desired: _____ Date Available: _____

Type of employment desired: Full Time Part Time Temporary Seasonal

If hired, can you provide documents required to establish your eligibility to work in the U.S.? Yes No

Are you 18 years of age or older? Yes No

Are you able to perform the essential functions of the job for which you are applying, with or without a reasonable accommodation? Yes No

Are you able to meet the attendance requirements of the position? Yes No

How were you referred to the Company? _____

Have you ever been convicted of, or pled guilty or no contest to, a crime other than a minor traffic violation? Yes No

If yes, please explain in detail on a separate piece of paper and include the date of final disposition of the case and the nature of the offense. This information will not necessarily disqualify you from employment but false or misleading information will. Factors such as age and time of the offense, seriousness and nature of the violation, and rehabilitation will be considered.

EDUCATION:

Highest level of education completed: _____

Name & Address of School: _____

Course of Study: _____ Number of years completed: _____

Degree/Diploma: _____

RECORD OF EMPLOYMENT: JOB(S) 1 OF 3

List positions starting with most recent:

Employer: _____ Ok to contact: Yes No

Telephone: _____ Address: _____

Position Title: _____ Supervisor: _____

Start Date: _____ Date Left: _____ Beginning Salary: _____ Ending Salary: _____

Duties: _____

Reason for Leaving: _____

Date Completed: _____

RECORD OF EMPLOYMENT: JOB(S) 2 OF 3

Employer: _____ Ok to contact: Yes No
Telephone: _____ Address: _____
Position Title: _____ Supervisor: _____
Start Date: _____ Date Left: _____ Beginning Salary: _____ Ending Salary: _____
Duties: _____
Reason for Leaving: _____

RECORD OF EMPLOYMENT: JOB(S) 3 OF 3

Employer: _____ Ok to contact: Yes No
Telephone: _____ Address: _____
Position Title: _____ Supervisor: _____
Start Date: _____ Date Left: _____ Beginning Salary: _____ Ending Salary: _____
Duties: _____
Reason for Leaving: _____

WORK-RELATED REFERENCES: (Do not include relatives)

	Name	Occupation	Years Known	Contact Information
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____

WORK AVAILABILITY

1. If your application receives favorable consideration, when will you be available to begin work? _____
2. Do you have any objection to working overtime? Yes No
3. Can you work overtime without prior notice? Yes No
4. Can you work all holidays Yes No
5. Can you work on Saturday? Yes No
6. Can you work on Sunday? Yes No
7. Can you work standing on your feet for extended periods? Yes No
8. Are you capable of lifting, stretching, pouring, or carrying?
for work "without any restriction"? Yes No

Date Completed: _____

STATEMENT (Please read this statement carefully before signing this application):

I understand that employment with the Company is at will, meaning that the Company or I may terminate my employment at any time, or for any reason consistent with applicable local, state or federal law. I also understand that this application is not a legal contract and does not constitute an agreement for employment for any specified period or definite duration and that no supervisor or representative of the employer is authorized to make any assurances to the contrary and that no implied, oral or written agreements contrary to the foregoing express language are valid unless they are in writing and signed by the employer's president. I understand that if any information provided by me that is found to be false, incomplete or misrepresented in any respect will be cause to (1) cancel further consideration of this application, or (2) immediately discharge me from the employer's service, whenever it is discovered.

I understand that I may be subject to a background investigation in which the employer, its representative, employees or agents may contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, resume, or job interview. I hereby waive any and all rights and claims I may have regarding the employer, its agents, employees or representatives, for seeking, gathering and using such information in the employment process and all other persons, corporations or organizations for furnishing such information about me. I understand that if a background investigation is required, I will be given information on my rights under the Fair Credit Reporting Act.

I understand that the employer does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or excusing any applicant from consideration for employment on a basis prohibited by applicable local, state or federal law.

I understand that this application remains current for only 30 days. At the conclusion of that time, if I have not heard from the employer and still wish to be considered for employment, it will be necessary to reapply and fill out a new application.

I also understand that if I am hired, I will be required to provide proof of identity and legal authority to work in the United States and that federal immigration laws require me to complete an I-9 Form in this regard.

Signature of Applicant: _____ **Date Signed:** _____