



## Employment Application

We consider applicants for all positions on the basis of qualifications and without regard to race, religion, color, sex, gender identity, sexual orientation, national origin, ancestry, citizenship status, uniform service member status, marital status, pregnancy, age, a diagnosis or history of cancer, disability, genetic characteristics or any other category protected by applicable federal, state, or local laws.

**\*\*\*\*\*PREEMPLOYMENT DRUG TESTING IS REQUIRED\*\*\*\*\***

**PLEASE PRINT**

Position(s) Applied For	Date of Application
Location – City:	State:

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 can contact you:		<b>Your personal e-mail address (mandatory):</b>
Home: ( )	Work: ( )	

Are you available to work: Regular Full-time, Hours: \_\_\_\_\_

Regular Part-time, Hours: \_\_\_\_\_

Temporary-Hours: \_\_\_\_\_

If you are under 18 years of age, can you provide required proof of your eligibility to work (e.g. authorized working papers) ? Yes No

Have you been convicted of a felony in the previous 7 years? 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 a reference? Yes No

Are you legally qualified to work in the United States? Yes No

*(Under federal law, we must require proof of your identity and employment authorization upon employment.)*



On which date would you be available to start 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:
Describe honors received:

**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.).

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			

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



**Special Skills and Qualifications**

Summarize special job-related skills and qualifications acquired from employment or other experience.

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Have you ever had any job-related training in the United States military? Yes    No

If yes, please give date: \_\_\_\_\_

Are you able to perform the essential functions of the job for which you are applying? Yes    No

If "no," what are some reasonable accommodations to allow you to perform the essential functions of the job for which you are applying?

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State any additional information you feel may be helpful to us in considering your application.

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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 such change is specifically acknowledged in writing by an authorized executive of this organization.

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