



Application for Employment

We consider applicants for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, the presence of a non-job-related medical condition or handicap, or any other legally protected status.

(Please Print legibly)

Date of application _____

Position applied for: _____

Referral Source: Advertisement Friend Relative Walk-in

Employment agency Other _____

Name _____

Street Address: _____ City: _____

State: _____ Zip: _____ Phone number: _____

Email address: _____

Have you applied for a job here before? Yes No If yes, give date _____

Are you employed now? Yes No If yes, can we contact you present employer Yes No

Are you prevented from lawfully becoming employed in this country because of Visa or immigration status? Yes No

Proof of citizenship or immigration status will be required upon employment

When are you available to start working? _____

Are you available Full Time Part Time Temporary Weekends?

What hours would you prefer to work?

7:00am-3:00 8:00-4:00 9:00-5:00 10:00-6:00 Other _____

What hourly wage do you expect to start at? _____ (Please fill this out)

Have you been convicted of a felony within the last 7 years? Yes No

If yes, please explain _____

If hired we will do a Criminal history check with the state.
Indicate languages you speak, read, and/or write

	Fluent	Good	Fair
Speak			
Read			
Write			

List any professional, trade, business, or civic activities and offices held.

Personal references

Please give names, telephone numbers and address of three references that are not related to you and are not previous employers.

Special Skills

Do you have a valid driver's license? Yes No

Do you have a good driving record? Yes No

Can you drive a medium duty truck (Non-CDL)? Yes No

Please list any skills that would be pertinent to the position that you are applying for?

Employment Experience

Please start with your present or last job. Please include military service assignments and volunteer activities.

1)

Employer	telephone	Dates employed		Work performed
		From	To	
Address				
Job title	Hourly Rate			
	Starting	Final		
Supervisor				
Reason for leaving				

2)

Employer	telephone	Dates employed		Work performed
		From	To	
Address				
Job title	Hourly Rate			
	Starting	Final		
Supervisor				
Reason for leaving				

3)

Employer	telephone	Dates employed		Work performed
		From	To	
Address				
Job title	Hourly Rate			
	Starting	Final		
Supervisor				
Reason for leaving				

4)

Employer	telephone	Dates employed		Work performed
		From	To	
Address				
Job title	Hourly Rate			
	Starting	Final		
Supervisor				
Reason for leaving				

	Elementary	High	College/university	Graduate
School name				
Years completed/degree	4 5 6 7 8	9 10 11 12	1 2 3 4	1 2 3 4
Diploma/degree				
Describe Course of study				
Describe specialized training, apprenticeship, skills and extra-curricular activities				

Applicant's Statement

I certify that the answers given herein are true and complete to the best of my knowledge.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

This application for employment shall be considered active for a period of time not to exceed 45 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

The applicant understands that neither this document nor any offer of employment from the employer constitute an employment contract unless a specific document to that affect is executed by the employer and employee in writing.

In the event of employment, I understand that false or misleading information given in my application or interview may result in discharge. I understand, also that I am required to abide by all rules and regulations of the employer.

I also understand that if I am offered employment, either party can terminate employment at any time for any reason.

Signature of Applicant _____ Date _____