

APPLICATION FOR EMPLOYMENT

IT IS OUR POLICY TO PROVIDE EQUAL EMPLOYMENT OPPORTUNITIES TO ALL QUALIFIED PERSONS WITHOUT REGARD TO RACE, AGE, COLOR, SEX, SEXUAL ORIENTATION, RELIGION, NATIONAL ORIGIN, DISABILITY, VETERAN STATUS OR MARITAL STATUS.

Personal Data				
Last Name	First	Middle	Social Security Number	Home Telephone Number ()
Address		City	State	Zip Code
				Business Telephone Number ()

Employment Experience				
Present Employer or Most Recent Employer			Address	
			Telephone Number	
			Type of Business	
Employment Dates:	Position Title	Name and Title of Supervisor	Starting Salary	
From			Final Salary	
To				
Description of Duties				
Reason for Leaving				

Previous Employer			Address	
			Telephone Number	
			Type of Business	
Employment Dates:	Position Title	Name and Title of Supervisor	Starting Salary	
From			Final Salary	
To				
Description of Duties				
Reason for Leaving				

Previous Employer			Address	
			Telephone Number	
			Type of Business	
Employment Dates:	Position Title	Name and Title of Supervisor	Starting Salary	
From			Final Salary	
To				
Description of Duties				
Reason for Leaving				

Education

School	Name and Location	Course of Study	Number of Years Completed	Degree or Diploma Received
High School				
College				
Graduate/ Business				
Other Education or Training				

Position Objective

Describe the position for which you are applying.		Starting Salary Desired?
When will you be available for employment?		
How were you referred to the company?		
<input type="checkbox"/> Employee (Name _____) <input type="checkbox"/> Friend <input type="checkbox"/> News Ad <input type="checkbox"/> School <input type="checkbox"/> Other		

Please list the skills you have

References

List three references. Please do not list relatives as references.

Name	Address/Phone	Occupation	Years Known



Other

Are you legally authorized for employment in the United States? (Pursuant to relevant law, verification will be required.)

Yes

No

Have you been convicted of a felony for which you were not pardoned or your record expunged? If yes, please explain. You need not provide information about felony convictions which are not related to the job for which you are applying. A conviction will not necessarily constitute disqualification, and its nature, age and job-relatedness will be considered.

Yes

No

I certify that the information contained in this employment application is true and correct to the best of my knowledge. I understand and agree that misrepresentation or falsification of any part of this application may be cause for withdrawal of any offer of employment or immediate termination of employment.

I understand that this employment application and any other employment-related documents which may be distributed from time to time do not constitute a contract of employment and that I or the company may terminate the employment relationship at any time, for any reason, with or without notice.

In making this application for employment, I understand that an independent investigation may be made whereby job-related information will be obtained regarding my scholastic, employment, credit, and criminal records. I understand that such an investigation will be used to determine work assignment or employment eligibility under the company's employment policies. I hereby authorize the company to investigate any and all matters contained in this application. I authorize and consent for full release of records (oral or written) to authorized representatives of the company. I also authorize my previous employer(s) to release to the company, and the company to receive, any and all information concerning my past work history, including disciplinary records, to be used in connection with consideration of my application for employment. I also waive all statutory rights under any Local, State or Federal law and any private causes of action whatsoever which might otherwise be available to protest the release, receipt and/or consideration of such information including but not limited to any right to notification of release by my previous employer.

Applicant's Signature: _____

Date: _____

Interviewed By: _____

Date: _____