



EMPLOYMENT APPLICATION

Equal Employment Opportunity Employer:

Our company does not discriminate on the basis of race, color, religion, national origin, ethnicity, citizenship status, age, disability, pregnancy, gender, marital status, veteran status, sexual orientation, gender identity, income, or any other characteristic protected by applicable federal, state or local laws.

NAME AND ADDRESS

Application Date		
Last Name	First Name	Middle Initial
Street Address		
City	State	Zip Code
Phone number	Alternate phone number	Are you 18 years of age or older? <input type="checkbox"/> Yes <input type="checkbox"/> No

POSITION DESIRED

Position applied for: <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time If part-time, please list hours available: _____		
Salary/hourly rate expected:	Date available:	Have you applied with us before? <input type="checkbox"/> Yes <input type="checkbox"/> No
Our hours of operations include nights, weekends and holidays. Are you available to work any schedule necessary to help us meet our objectives: <input type="checkbox"/> Yes <input type="checkbox"/> No		
If not, what shifts or days are you available? Please be specific.		

Are you presently employed? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, may we contact your present employer? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Do you have reliable transportation to get to work each day? <input type="checkbox"/> Yes <input type="checkbox"/> No If not, please explain:		
To your knowledge, have you ever been employed by this Company or a subsidiary? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, where? _____		
When?	Position?	Reason for leaving?
Names of relative(s) employed by this Company:		
Referral Source: <input type="checkbox"/> Walk-In <input type="checkbox"/> Advertisement <input type="checkbox"/> Other (specify): _____ <input type="checkbox"/> Our Website <input type="checkbox"/> Employee Referral (if so, name of employee): _____		

EDUCATION

THE FOLLOWING INFORMATION WILL BE USED ONLY TO THE EXTENT RELEVANT TO THE POSITION FOR WHICH YOU APPLY.	
Do you have a high school diploma or GED? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Did you earn a degree from college? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, name of college:	Degree:

Have you ever been convicted of, or pled guilty or “no contest” (nolo contendere) to a misdemeanor or felony? (Do not include minor traffic infractions for which you never appeared in court, offenses which were dismissed or discharged after completion of successful probation, and convictions or pleas which have been deemed sealed, annulled, or expunged by law). **Yes** **No**
 If yes, provide details concerning the type of crime, the date of the conviction or plea, the penalty imposed, and any other circumstances you deem relevant to a full understanding of what occurred (attach additional sheets if necessary).
 NOTE: Answering “YES” to this question is not an automatic bar to employment. Factor such as age at the time of the offense, seriousness, and nature of the violation, relatedness to the job sought, the amount of time which has passed since the event occurred, and evidence of rehabilitation will be taken into account. However, please be advised that a misstatement or omission in answering this question may be grounds for disciplinary action, including discharge.

Have you been arrested or charged with any misdemeanor or felony not disclosed above for which you are out on bail or free on your own recognizance pending disposition or trial (again, do not include minor traffic infractions for which no court appearance is necessary)? **Yes** **No**
 If yes, provide details concerning the type of crime, the date of the conviction or plea, the penalty imposed, and any other circumstances you deem relevant to a full understanding of what occurred (attach additional sheets if necessary).
 NOTE: Answering “YES” to this question is not an automatic bar to employment. Factor such as age at the time of the offense, seriousness, and nature of the violation, relatedness to the job sought, the amount of time which has passed since the event occurred, and evidence of rehabilitation will be taken into account. However, please be advised that a misstatement or omission in answering this question may be grounds for disciplinary action, including discharge.

Have you ever been sued in a civil action with regard to the death of or personal injury or intentional damage to any person or to any property? **Yes** **No**
 If yes, give details concerning the nature of the claims and defenses raised by the parties, the outcome of the action (e.g. settlement, jury verdict, or other disposition), and any other circumstances you deem relevant to a full understanding of what occurred (attach additional sheets if necessary).

Are you a citizen or lawful resident of the United States entitled to accept employment in this country? **Yes** **No**

Are you currently engaged in using illegal drugs? **Yes** **No**

WORK HISTORY

Do you have any special job skills or qualifications that may be relevant to the position for which you are applying?

If so, please describe:

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List all employment, including military, beginning with your present or last job held. If you need additional space, continue on a plain sheet of paper and attach it to this application.			
From (mm/yy)	Employer:		
To (mm/yy)	Address:		
Salary/hourly rate	City:	State:	Zip:
Supervisor:		Phone:	
Job Title:	Reason for leaving		

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From (mm/yy)	Employer:		
To (mm/yy)	Address:		
Salary/hourly rate	City:	State:	Zip:
Supervisor:		Phone:	
Job Title:	Reason for leaving		

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From (mm/yy)	Employer:		
To (mm/yy)	Address:		
Salary/hourly rate	City:	State:	Zip:
Supervisor:		Phone:	
Job Title:	Reason for leaving		

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From (mm/yy)	Employer:		
To (mm/yy)	Address:		
Salary/hourly rate	City:	State:	Zip:
Supervisor:		Phone:	
Job Title:	Reason for leaving		

Have you ever been dismissed or asked to resign from employment? <input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, provide a brief explanation, including the name of the employer, approximate date, and any relevant circumstances:

PROFESSIONAL REFERENCES

Please list the names, addresses, and phone numbers of four people who are not related to you:	
1. Name and Occupation	
Address	
Phone	
2. Name and Occupation	
Address	
Phone	
3. Name and Occupation	
Address	
Phone	
4. Name and Occupation	
Address	
Phone	

UNDERSTANDING AND AGREEMENTS

<p>I understand that any misrepresentation, falsification or omission of this application shall be sufficient reason for refusal to hire or, if discovered after employment has begun, dismissal of my employment. I hereby authorize investigation of all matters contained in this application and agree that if the results of such investigation are no satisfactory, any offer of employment may be withdrawn, or, if applicable, my employment may be terminated immediately. I agree to conform to and adhere to the rules and regulations governing my employment. Further, I understand and agree that this application and any other materials I may receive are not intended to be, nor shall be construed to be a contract of employment, and that my employment and compensation may terminate, with or without cause, and with or without notice, at any time, at the option of either myself or my employer.</p>	
<p>_____ Signature of Applicant</p>	<p>_____ Date</p>