

# EMPLOYMENT APPLICATION

We are an Equal Opportunity Employer. It is our policy to abide by all Federal, State, and local laws concerning discrimination in employment. No question in this application is intended to elicit information in violation of any such law nor will any information obtained in response to any question be used in violation of any such law.

POSITION(S) APPLIED FOR		APPLICATION DATE
LAST NAME	FIRST NAME	MIDDLE INITIAL
ADDRESS	CITY	STATE ZIP
TELEPHONE (    )	SOCIAL SECURITY NUMBER	DRIVERS LICENSE NO. (IF APPLICABLE)
DATE AVAILABLE FOR WORK	EMPLOYMENT TYPE <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Temporary <input type="checkbox"/> Seasonal <input type="checkbox"/> Co-op	

Were you previously employed by this organization?     Yes, Date(s) \_\_\_\_\_ Department/Position \_\_\_\_\_     No

List any relatives or friends working for this organization:

NAME	RELATIONSHIP
_____	_____
_____	_____

## WORK EXPERIENCE - LIST PRESENT AND FORMER EMPLOYERS BEGINNING WITH MOST RECENT

FROM	TO	COMPANY NAME AND ADDRESS	TELEPHONE
POSITION HELD		DESCRIBE YOUR WORK	
SUPERVISOR AND TITLE		LAST WAGES _____ per _____	REASON FOR LEAVING
FROM	TO	COMPANY NAME AND ADDRESS	TELEPHONE
POSITION HELD		DESCRIBE YOUR WORK	
SUPERVISOR AND TITLE		LAST WAGES _____ per _____	REASON FOR LEAVING
FROM	TO	COMPANY NAME AND ADDRESS	TELEPHONE
POSITION HELD		DESCRIBE YOUR WORK	
SUPERVISOR AND TITLE		LAST WAGES _____ per _____	REASON FOR LEAVING
FROM	TO	COMPANY NAME AND ADDRESS	TELEPHONE
POSITION HELD		DESCRIBE YOUR WORK	
SUPERVISOR AND TITLE		LAST WAGES _____ per _____	REASON FOR LEAVING

May we contact the above employers?     Yes     No    If "No", indicate which one(s) you do not wish us to contact.

Have you served an apprenticeship?     No     Yes    TYPE OF TRADE \_\_\_\_\_ DATES \_\_\_\_\_  
If Yes where? \_\_\_\_\_

## SPECIAL SKILLS AND QUALIFICATIONS - MECHANICAL AND/OR TECHNICAL EXPERIENCE AND ABILITIES

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### EDUCATION

NAME	ADDRESS	YEARS COMPLETED	DID YOU GRADUATE	COURSE OF STUDY	
				MAJOR	DEGREE
HIGH SCHOOL					
COLLEGE					
OTHER					

### REFERENCES

NAME AND ADDRESS	TELEPHONE	YEARS KNOWN

### MISCELLANEOUS INFORMATION

Have you been convicted of a crime in the past 7 years, excluding misdemeanors and summary offenses, which has not been annulled, expunged, or sealed by a court? (A conviction record will not necessarily be a bar to employment.)  Yes  No

If "Yes" please explain and describe in full detail: \_\_\_\_\_

Can you verify your legal rights to work in the U.S. by providing a birth certificate, proof of U.S. Citizenship, or by some other means?  Yes  No

If you are under 18 can you furnish a work permit?  Yes  No

Are you able to perform the job(s) for which you are applying?  Yes  No

### APPLICANT'S CERTIFICATION — Please read carefully before signing.

I certify that, to the best of my knowledge and belief, the answers given by me to the foregoing questions and the statements made by me in this application are correct and complete. I understand that misrepresentation or omission of facts in this application may result in my discharge.

If employed, I understand and agree that such employment may be terminated at any time, without prior notice, and that my employment will not be governed by any expressed or implied contract but is at-will.

I hereby give the Employer the right to investigate all references unless otherwise stated herein.

APPLICANT'S SIGNATURE

DATE

### DO NOT WRITE BELOW - FOR COMPANY USE ONLY

INTERVIEW  NO  
 YES  
DATE \_\_\_\_\_ TIME \_\_\_\_\_

Acceptable for Employment?  Yes  No

DEPT.

CLOCK NO.

OCCUPATION

RATE

Interviewed By \_\_\_\_\_