

## APPLICATION FOR EMPLOYMENT

*This Company is an equal opportunity employer and provides equal access to programs, services and employment for all.*

<b>Position applied for :</b>		<b>Date of Application :</b>	
<b>Referral Source :</b>			
<b>Name :</b>		<b>Last :</b>	<b>Middle :</b>
<b>Address :</b>			
<b>Street :</b>		<b>City :</b>	<b>Zip :</b>
<b>Home Telephone :</b>		<b>Mobile phone :</b>	<b>Other phone :</b>
<b>Social Security Number :</b>		<b>Email address :</b>	
<b>Best time to call you at home :</b>			
<b>May we contact you at work? :</b>			<b>Telephone number :</b>
<b>Have you submitted an application here before?</b>		<b>Date :</b>	<b>Position :</b>
<b>Are you legally eligible for employment in this Country?</b>		<b>Will you travel if job requires it? :</b>	
<b>Are you able to meet the attendance requirements of the job?</b>		<b>Will you work overtime if required? :</b>	
<b>If not, please explain :</b>			
<b>Date you are available for work :</b>		<b>Desired pay range :</b>	
<b>Type of employment desired: Full time:</b>		<b>Part Time :</b>	<b>Temporary:</b>
<b>Have you ever been bonded? :</b>		<b>Employer at time of bonding :</b>	
<b>Have you ever pled guilty or no contest to, or been convicted of a crime? :</b>			
<b>If yes, please provide dates and details :</b>			

(Answering • to these questions does not constitute an automatic bar to employment. Factors such as date of the offense, seriousness and nature of the violations, rehabilitation and position applied for will be taken into account.)

**Driver's License Number if driving is an essential job function**

**State :**

*(Please attach a current copy of your motor vehicle record if this application is for a driving position.)*

## EMPLOYMENT HISTORY

*Provide information below for last 3 jobs, beginning with most recent. You may use the comment section provided to explain any employment gaps or to provide any other details you feel are pertinent.*

<b>Employer :</b>				
<b>Address :</b>		<b>Phone :</b>		
<b>Dates Employed From :</b>		<b>Name of Immediate Supervisor :</b>		
<b>Starting Pay rate :</b>		/Hr	/Mo	/Yr.
<b>Ending Pay rate :</b>		/Hr	/Mo	/Yr.
<b>Summarize work performed and job responsibilities :</b>				
<b>Reason for leaving :</b>				
<b>May we contact for reference</b>				
<b>Employer :</b>				
<b>Address :</b>		<b>Phone :</b>		
<b>Dates Employed From :</b>		<b>Name of Immediate Supervisor :</b>		
<b>Starting Pay rate :</b>		/Hr	/Mo	/Yr.
<b>Ending Pay rate :</b>		/Hr	/Mo	/Yr.

<b>Summarize work performed and job responsibilities :</b>			
<b>Reason for leaving :</b>			
<b>May we contact for reference</b>			
<b>Employer :</b>			
<b>Address :</b>		<b>Phone :</b>	
<b>Dates Employed From :</b>		<b>Name of Immediate Supervisor :</b>	
<b>Starting Pay rate :</b>		/Hr	/Mo
<b>Ending Pay rate :</b>		/Hr	/Mo
<b>Summarize work performed and job responsibilities :</b>			
<b>Reason for leaving :</b>			
<b>May we contact for reference</b>			
<b>COMMENTS : (Include explanation of any gaps in employment.)</b>			
<b>SKILLS and Qualifications :</b> (Summarize any special training, skills, licenses, or certificates that may qualify you for job related functions in the position for which you are applying.)			

EDUCATIONAL BACKGROUND

Please list High School and Colleges attended, starting with most recent. List number of years completed and both major and minor fields of study. Indicate degree or diploma earned, if any and Grade Point Average

School, City, State	Years Completed	Major Field of Study	Minor	Grade Point Average

REFERENCES

Provide name and phone numbers of *THREE* of people under whose immediate supervision you worked. Provide name and phone numbers of *THREE* personal references and indicate what your relationship is with them and how long you have known them.

Employment References		
Name	Title	Telephone number
Personal References:		
Name	Title	Telephone number

I certify that all information I have provided in order to apply for and secure work with the employer is true, complete and correct. I understand that any information provided by me that is found to be false, incomplete, or misrepresented in any respect, will be sufficient cause to cancel further consideration of this application, or whenever discovered, to immediately to discharge me from the employer's service.

I expressly authorize, without reservation, the employer, its representatives, employees, or agents to contact and obtain information from all references, both personal and employment related, and from employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application and provided in a job interview.

I hereby waive any and all rights and claims that I may have regarding the employer, its agents, employees or representatives for seeking, gathering, and using such information in the employment process and I hold harmless all persons, corporations, or organizations for furnishing any such information about me to this employer.

I understand that this employer does not unlawfully discriminate in employment, and no question on this application is used for the purpose of limiting or excusing any applicant from consideration for employment on a basis prohibited by applicable local, state or federal law.

I understand that this application remains current for only 30 days. At the conclusion of that time, If I have not heard from the employer and still wish to be considered for employment, it will be necessary to submit a new application.

If I am hired, I understand that I am free to resign at any time, with or without cause and without prior notice, and the employer reserves the same right to terminate my employment at any time, with or without cause and without prior notice, except as may be required by law. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that no supervisor or representative of the employer is authorized to make any assurances to the contrary, and that no implied oral or written agreements contrary to the foregoing express language are valid unless they are in writing and signed by the employer.

I also understand that if I am hired, I will be required to provide proof of identity and legal authority to work in the United States and that federal immigrations laws require me to complete an I-9 Form in this regard. I further understand that any offer of employment by employer is conditional upon my successfully passing a drug test.

**Note to Applicant: Do not sign until you have read the above statement**

## **APPLICANT STATEMENT**

I certify that I have read, fully understand and accept all terms of the foregoing Applicant Statement.

Signature of Applicant :

Date :