



## APPLICATION FOR EMPLOYMENT

Please answer all questions. We are an equal opportunity employer. Applicants are considered for available positions without regard to race, religion, sex, national orientation, age, disability, sexual orientation, or any other consideration made unlawful by applicable federal, state, or local laws.

**POSITION APPLIED FOR:** \_\_\_\_\_

**HOW DID YOU HEAR ABOUT THIS POSITION?** \_\_\_\_\_

**NAME:** \_\_\_\_\_ **TELEPHONE NUMBER:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_ **CITY, STATE, ZIP:** \_\_\_\_\_

**AT THE TIME OF EMPLOYMENT, WILL YOU BE ABLE TO SUBMIT VERIFICATION OF YOUR LEGAL RIGHT TO WORK IN THE U.S.?**

YES     NO

**IF YOU ARE UNDER THE AGE OF 18, CAN YOU PRODUCE THE NECESSARY WORK CERTIFICATE AT THE TIME OF EMPLOYMENT?**     YES     NO

### EDUCATION

LEVEL	SCHOOL NAME & LOCATION	COURSE	DID YOU GRADUATE?	# OF YEARS	DEGREE RECEIVED
HIGH SCHOOL					
COLLEGE					
GRAD / TRADE SCHOOL					
OTHER					

### WORK EXPERIENCE (LIST MOST RECENT EMPLOYER FIRST)

NAME OF EMPLOYER	CITY, STATE, ZIP	PHONE NUMBER
POSITION(S) HELD	DATES OF EMPLOYMENT	TYPE OF BUSINESS
SUPERVISOR'S NAME	MAY WE CONTACT? (YES/NO)	DUTIES
STARTING SALARY/WAGES	FINAL SALARY/WAGES	REASON FOR LEAVING



APPLICATION CONTINUED

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**REFERENCES**

LIST THE NAMES OF ADDITIONAL REFERENCES WE MAY CALL.

NAME	TITLE / POSITION	COMPANY	RELATIONSHIP	PHONE No.

HAVE YOU EVER APPLIED FOR EMPLOYMENT WITH THIS COMPANY?  YES  NO IF YES, WHEN? \_\_\_\_\_

WITHIN THE PAST SEVEN (7) YEARS, HAVE YOU EVER BEEN CONVICTED OF A FELONY OR A MISDEMEANOR?  YES  NO

(IF YES, PLEASE EXPLAIN) \_\_\_\_\_



APPLICATION CONTINUED

I certify that all information on this application, my resume and/or any supporting documents is complete and accurate to the best of my knowledge. I understand that any falsification, misrepresentation, or omission of any information may result in disqualification from consideration for employment or, if employed, disciplinary action, up to and including immediate dismissal. I authorize the Company or its agents to confirm all statements contained in this application and / or resume as it relates to the position I am seeking, and to the extent permitted by federal, state or local law.

I understand that neither this application nor any communication by a representative of this company is intended to create, or does create, a contract of employment, offer, or promise of employment. I acknowledge that if hire by the Company, employment is on at at-will basis. This means the Company is free to terminate my employment at any time, with or without cause or advance notice, in accordance with state law. Acceptance of employment is not a contract of employment for any specified time. Also, I am free to terminate my employment with the company at any time for any reason. This at-will provision may be waived or modified only in an explicit written agreement signed by the President of the Company.

**I agree to conform to the rules and regulations of the Company, and I understand that the Company has complete discretion to modify such rules and regulations at any time, except that it will not modify its policy of employment at-will.**

I understand as a condition of my employment, a pre-employment drug test, criminal background check, or driving record check may be administered and as a result of any of those tests, the employment offer may be withdrawn.

I hereby authorize the Company to thoroughly investigate my references, work record, education and other matters related to my suitability for employment and, further, authorize the references I have listed to disclose to the Company any and all letters, reports and other information related to my work records, without giving me prior notice of such disclosure. In addition, I hereby release the company, my former employers, and all other persons, corporations, partnerships, and associations from any and all claims, demands or liabilities arising out of or in any way related to such investigation or disclosure.

**I understand this Company hires only individuals who are legally eligible to work in the United States.**

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

Company Representative \_\_\_\_\_ Date \_\_\_\_\_