



An Equal Opportunity Employer

APPLICATION FOR EMPLOYMENT

DATE OF APPLICATION: _____

PERSONAL INFORMATION

Name (Last, First, Middle Initial) _____

Address _____ City: _____ State: _____ Zip: _____

Telephone Number _____

Referred By: _____

Are you 18 years or older? Yes No

Are you legally eligible for employment in this Country? Yes No

EMPLOYMENT DESIRED

Full-time Part-time Temporary

Position: _____ Date available for work: _____

Are you employed? Yes No

If so, may we inquire of your present employer? Yes No

Have you been employed here before? Yes No

Have you applied here before? Yes No

If yes, give position(s) and dates _____

EDUCATIONAL BACKGROUND

	Name & Location	# of Years	Did you graduate?	Course
High School				
College				
Other				

SPECIAL SKILLS AND EXPERIENCE

Please state any other background, licenses, skills or experience which you feel especially qualifies you for the position for which application is made:

EMPLOYMENT HISTORY *Please provide the following information of your past employers beginning with the most recent.*

Date from _____ To _____ Immediate Supervisor _____ May we contact for reference? ____ Yes ____ No

Employer _____ Telephone _____

Address _____

Position and brief description of duties _____

Wages Starting \$ _____ per _____ Ending \$ _____ per _____

Reason for leaving: _____



Date from _____ To _____ Immediate Supervisor _____ May we contact for reference? ____ Yes ____ No

Employer _____ Telephone _____

Address _____

Position and brief description of duties _____

Wages Starting \$ _____ per _____ Ending \$ _____ per _____

Reason for leaving: _____



Date from _____ To _____ Immediate Supervisor _____ May we contact for reference? ____ Yes ____ No

Employer _____ Telephone _____

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Date from _____ To _____ Immediate Supervisor _____ May we contact for reference? ____ Yes ____ No

Employer _____ Telephone _____

Address _____

Position and brief description of duties _____

Wages Starting \$ _____ per _____ Ending \$ _____ per _____

Reason for leaving: _____





REFERENCES

Give below the names of three persons not related to you, whom you have known at lease one year.

Name	Telephone Number	Number of years known
1.		
2.		
3.		

AUTHORIZATION

I understand that the employer follows an “employment at will” policy, in that I or the employer may terminate my employment at any time, or for any reason consistent with applicable state or federal law; this “employment at will” policy cannot be changed verbally or in writing, unless the change is specifically authorized in writing by the chief operating officer of this organization. I understand that this application is not a contract of employment. I understand that federal law prohibits the employment of unauthorized aliens; all persons hired must submit satisfactory proof of employment authorization and identify; failure to submit such proof will result in denial of employment.

I understand that the employer will thoroughly investigate my work and personal history and verify all data given on the application, on related papers, and in interview. I authorize all individuals, schools, and firms named therein, except my current employer if so noted, to provide any information requested about me, and I release them from all liability for damage in providing this information.

I understand this application will be active for a period of 60 days; after that time, if I wish to be considered for unemployment, I must submit a new application.

I certify that the facts contained in this application are true and complete to the best of my knowledge and understand that, if employed; falsified statements on this application shall be grounds for dismissal.

Date: _____ Applicant’s Signature: _____

Print Applicant’s Name: _____