



# EMPLOYMENT APPLICATION

Date Completed \_\_\_\_\_

*This Is A Drug-Free Work Place Offering Equal Employment Opportunities. Applications are received and employees are hired without regard to race, color, sex, religion, age, genetic information, national origin, disability, veteran's status, military status or service, citizenship status, marital status, AIDS/NIV status, lawful use of a lawful product when not at work, sickle cell or hemoglobin C trait or any other protected classes under state, local, or county regulations.*

## Applicant Information

Name \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Email \_\_\_\_\_ Phone \_\_\_\_\_

Preferred Method Of Contact  Phone Call  Text  Email

## Tell Us About Yourself

You must answer **every** question on this application. If a question does not apply, put "N/A." Please print.

What position are you applying for? \_\_\_\_\_

What are your pay expectations? \$ \_\_\_\_\_ When can you start work? (Date) \_\_\_\_\_

How were you referred to us? (If you were referred by a person, please provide the name) \_\_\_\_\_

Have you completed an application here before?  Yes  No If yes, date/location \_\_\_\_\_

Have you been employed here before?  Yes  No If yes, date/location \_\_\_\_\_

Do you have steady transportation to work?  Yes  No

Are you now, or do you expect to be, engaged in any other business or employment while working here?  Yes  No

If yes, please explain \_\_\_\_\_

Are you legally eligible to work in the United States?  Yes  No (Proof of citizenship status/identity required upon hire)

## Education

Schooling	Did You Graduate	Years Completed	Degree Received	Name Of School
High School or GED	<input type="checkbox"/> Yes <input type="checkbox"/> No			
Trade, Business, or Correspondence	<input type="checkbox"/> Yes <input type="checkbox"/> No			
College	<input type="checkbox"/> Yes <input type="checkbox"/> No			
Graduate School	<input type="checkbox"/> Yes <input type="checkbox"/> No			

## Licenses / Certificates

Do you hold a Valid Driver's License that is not currently suspended or revoked?  Yes  No If Yes, In What State \_\_\_\_\_

Have you been convicted of any moving violations in the last 5 years or have any pending moving violations?  Yes  No

Have you ever had any professional license or certificate suspended or revoked?  Yes  No

If Yes, to either of the above 2 questions please list dates and Explanation for each

\_\_\_\_\_  
\_\_\_\_\_

## Employment History / Work Gaps

**Must be completed even when accompanied by a resume.** List most recent employer first, include any employment gaps with an explanation and dates for the gap. Please provide a minimum of 7 years employment history.

In the past 7 years have you had any employment gaps over 6 months?  Yes  No

If Yes, Please Explain \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Employer \_\_\_\_\_ Phone \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Supervisor's Name \_\_\_\_\_  
Your Position \_\_\_\_\_ Dates Employed \_\_\_\_\_  
Reason For Separation \_\_\_\_\_

Employer \_\_\_\_\_ Phone \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Supervisor's Name \_\_\_\_\_  
Your Position \_\_\_\_\_ Dates Employed \_\_\_\_\_  
Reason For Separation \_\_\_\_\_

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City \_\_\_\_\_ State \_\_\_\_\_ Supervisor's Name \_\_\_\_\_  
Your Position \_\_\_\_\_ Dates Employed \_\_\_\_\_  
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Your Position \_\_\_\_\_ Dates Employed \_\_\_\_\_  
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Employer \_\_\_\_\_ Phone \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Supervisor's Name \_\_\_\_\_  
Your Position \_\_\_\_\_ Dates Employed \_\_\_\_\_  
Reason For Separation \_\_\_\_\_

Employer \_\_\_\_\_ Phone \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Supervisor's Name \_\_\_\_\_  
Your Position \_\_\_\_\_ Dates Employed \_\_\_\_\_  
Reason For Separation \_\_\_\_\_

## Agreement and Release

For the purpose of this agreement and release, the organization that has provided you with this application is referred to as "the company," "this company," or "you" in the following paragraphs:

The facts set forth above in my application for employment are true and complete. I understand that false statements or omission of information on this application (even if discovered after employment) or any other employment form may lead to dismissal or denial of employment. You are hereby authorized to make any investigation of my personal history, financial, criminal, credit and or motor vehicle records through any investigative or credit agencies or bureaus of your choice. You are also authorized to administer a personality profile or other pre-employment tests and verify my background. A criminal record or sentence is not an automatic disqualification for employment. I agree to submit to any drug or alcohol testing prior to or after employment.

In making this application for employment, I also understand that an investigative consumer report may be made whereby information is obtained through personal interviews with my neighbors, friends, or others with whom I am acquainted. I also acknowledge that the company may conduct a search for information about me that is in the public domain, including, but not limited to, information on social networking sites. In exchange for the consideration of my employment application by this company, I hereby release and forever discharge this company (including their directors, officers, employees, and agents) from any liabilities which may result from an investigation of my past and/or present employment or from the disclosure of such information. I authorize the use of any information in this application to verify my statements, and I authorize past employers, doctors, all references, and any other persons to answer all questions asked concerning my ability, character, reputation, and previous employment record.

I understand that if my application is accepted and if I am hired, employment with this company at all times is employment "at will." It is further understood that this "at will" relationship may not be changed by any written document, verbal statements, or by conduct unless an authorized executive of this company specifically acknowledges such change. I further understand that my "at will" employment may be terminated at any time by this company or myself and includes no guarantee, contract or promise of employment for any specific length of time. I understand that the first 90 days of employment is a new-hire introductory period. Submission of this application does not imply that I will be hired.

I have read, understand, and by my signature consent to these statements:

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