

Employment Application



This is a drug-free workplace offering equal employment opportunities

We do not discriminate on the basis of race, creed, color, sex, religion, age, national origin, disability, citizenship status, veteran status, or any other class protected by state, county, local, or federal regulations.

Today's Date _____

About You

Last Name _____ First Name _____ Middle Initial _____

Social Security Number _____ Phone Number _____

Address _____ City/State _____ Zip Code _____

Work History

List most recent job first. You must include any gaps in employment, with a full explanation and dates for the gap. You must also provide a complete work history for a minimum of 15 years, if applicable.

Dates Employed: From (month/year) _____ To (month/year) _____

Employer: _____

Address (City, State, Zip) _____

Phone: _____ Supervisor's Name _____

Job Title: _____ Hourly Rate/Salary: Starting _____ Final _____

Summary of Work Performed & Job Responsibilities: _____

Resigned Terminated State Reason: _____

Dates Employed: From (month/year) _____ To (month/year) _____

Employer: _____

Address (City, State, Zip) _____

Phone: _____ Supervisor's Name _____

Job Title: _____ Hourly Rate/Salary: Starting _____ Final _____

Summary of Work Performed & Job Responsibilities: _____

Resigned Terminated State Reason: _____

Work History (continued)

Dates Employed: From (month/year) _____ To (month/year) _____

Employer: _____

Address (City, State, Zip) _____

Phone: _____ Supervisor's Name _____

Job Title: _____ Hourly Rate/Salary: Starting _____ Final _____

Summary of Work Performed & Job Responsibilities: _____

Resigned Terminated State Reason: _____

Dates Employed: From (month/year) _____ To (month/year) _____

Employer: _____

Address (City, State, Zip) _____

Phone: _____ Supervisor's Name _____

Job Title: _____ Hourly Rate/Salary: Starting _____ Final _____

Summary of Work Performed & Job Responsibilities: _____

Resigned Terminated State Reason: _____

Dates Employed: From (month/year) _____ To (month/year) _____

Employer: _____

Address (City, State, Zip) _____

Phone: _____ Supervisor's Name _____

Job Title: _____ Hourly Rate/Salary: Starting _____ Final _____

Summary of Work Performed & Job Responsibilities: _____

Resigned Terminated State Reason: _____

Dates Employed: From (month/year) _____ To (month/year) _____

Employer: _____

Address (City, State, Zip) _____

Phone: _____ Supervisor's Name _____

Job Title: _____ Hourly Rate/Salary: Starting _____ Final _____

Summary of Work Performed & Job Responsibilities: _____

Resigned Terminated State Reason: _____

General Information

You must answer *every* question. If a question does not apply, put "N/A"

1. What position are you applying for? _____
2. What is your salary expectation? \$ _____ When can you start work? (Date) _____
3. How were you referred to us? _____
4. Have you completed an application here before? Yes No If yes, date/location _____
5. Have you ever been employed here before? Yes No If yes, date/position/location _____
6. Are you available to work (*check any that apply*): Full-time Part-time Temporary Weekends
7. Are there any days or times during the week that you are not available to work? Yes No
8. If yes, please list the days/times you are not available to work : _____
9. Are you willing to work overtime? Yes No Are you at least 18 years old? Yes No
10. Are you willing to travel? Yes No What percentage of time? _____
11. Do you have steady transportation to work? Yes No Are you employed now? Yes No
12. May we contact your present employer? Yes No Are you on a layoff and subject to recall? Yes No
13. Why do you desire to make a change? _____

14. How much time have you lost from work during the past 12 months? _____
15. Have you ever been terminated or asked to resign from a job? Yes No If yes, explain _____

16. Are you legally eligible to work in the United States? Yes No (*Proof of citizenship status/identity required upon hire.*)
17. Have you ever been convicted of or have you ever received a sentence for a crime(s) other than a minor traffic violation?
(*Answering "yes" is not an automatic bar to employment.*) Yes No
18. If so, for each, list type of conviction/sentence, date of the offense, court, and place where the offense occurred.

19. Do you hold a valid Driver's License? Yes No If yes, note the state _____
20. Have you been convicted of any moving violation(s) in the last three years? Yes No
21. If yes, give date(s) and explanation of each. _____

22. What three things are most important to you in a job? 1) _____ 2) _____ 3) _____
23. What three adjectives best describe you? 1) _____ 2) _____ 3) _____
24. Why do you want to work here? Have you ever been disciplined at any job for an act of violence, harassment, or discrimination?
 Yes No If yes, explain the circumstances, employer, and date _____

25. What type of work do you most enjoy? _____

Special Skills and Qualifications

1. Do you have any special skills, training, or experience that might help you qualify for this job? Yes No

2. If yes, please explain _____

3. List any professional, trade, business, or civic activities or offices held that would relate to the work here. _____

4. What foreign languages do you fluently speak, read, and/or write that would relate to the work here? _____

Educational Background

Schooling	Did you graduate?	Years Completed	Degree Received & Major subject	Name of School	Location
Grammar or High School	<input type="radio"/> yes <input type="radio"/> no				
Trade, Business or Correspondence	<input type="radio"/> yes <input type="radio"/> no				
College	<input type="radio"/> yes <input type="radio"/> no				
Graduate School	<input type="radio"/> yes <input type="radio"/> no				

Military Service

Branch of Service: _____ Rank at discharge, if applicable _____

List duties and special training _____

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.” 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 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 motor vehicle records through any investigative or credit agencies or bureaus of your choice. You are also authorized to administer personality profile 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, and I agree to submit to a medical evaluation, if required. 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. In exchange for the consideration of my employment application by this company, I hereby release and forever discharge this company (including its directors, officers, employees, and agents) and my past and/or present employers (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 the past employers, 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 that 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.

Signature of Applicant _____ Date _____