



# APPLICATION FOR EMPLOYMENT

An Equal Opportunity Employer  
 (Application will remain active for 30 days)

**Position**

**Applied For:** \_\_\_\_\_ **Referral Source:** \_\_\_\_\_

**Name:** \_\_\_\_\_ **E-Mail Address** \_\_\_\_\_

Last First M.I.

**Address:** \_\_\_\_\_ **Phone:** (\_\_\_\_) \_\_\_\_\_

Street City State Zip

<p>Are you at least 18 years of age? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Are legally authorized to work in the U.S.? <input type="checkbox"/> Yes <input type="checkbox"/> No          (Proof of eligibility is required at time of hire)</p> <p>Date you are able to start work:          _____</p> <p>May we contact your current employer? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Are you on layoff status or subject to recall elsewhere? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If hired, how long do you plan to continue working for the company? _____</p> <p>Do you wish to work: <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time  <input type="checkbox"/> Temporary</p> <p>Are you willing and available to work?  <input type="checkbox"/> Days <input type="checkbox"/> Evenings <input type="checkbox"/> Nights  <input type="checkbox"/> Overtime <input type="checkbox"/> Weekends <input type="checkbox"/> Holidays</p>	<p>If applying for a job that requires one, do you have a valid driver's license? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Do you smoke? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Have you previously applied with us? <input type="checkbox"/> Yes <input type="checkbox"/> No          When _____</p> <p>Have you previously worked with us? <input type="checkbox"/> Yes <input type="checkbox"/> No          When _____</p> <p>Are any of your records under a different name? <input type="checkbox"/> Yes <input type="checkbox"/> No          If so, what name _____</p> <p>Do you have any relatives working for us? <input type="checkbox"/> Yes <input type="checkbox"/> No          If so, who? _____</p> <p>Is there any reason you might be unable to meet our attendance requirements? <input type="checkbox"/> Yes <input type="checkbox"/> No          If yes, please explain _____</p>
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EDUCATION/ TRAINING	Name and Location of School	Did You Graduate ?	Subjects Studied
High School			
College			
Other Training (particularly that led to license or certification)			

Are you taking or do you plan to take any additional education? If so, what? \_\_\_\_\_

**SKILLS / ABILITIES:**

List any software or machines you are skilled in using: \_\_\_\_\_

List any skills or abilities you have which are pertinent to the position, including hobbies or related interests: \_\_\_\_\_

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**JOB REQUIREMENTS**

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Will you be able to perform the essential functions of the job, with or without reasonable accommodation?  Yes  No

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**PLEASE LIST WORK EXPERIENCE, INCLUDING MILITARY AND VOLUNTEER EXPERIENCE**

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**Present or Last Employer:**

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Address: \_\_\_\_\_ Phone: (     ) \_\_\_\_\_

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Start Date: \_\_\_\_\_ Leaving Date: \_\_\_\_\_ Supervisor: \_\_\_\_\_ Rate of Pay \$ \_\_\_\_\_

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Job Title & Duties: \_\_\_\_\_

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Why Did You Leave? \_\_\_\_\_

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**Previous Employer:**

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Address: \_\_\_\_\_ Phone: (     ) \_\_\_\_\_

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Start Date: \_\_\_\_\_ Leaving Date: \_\_\_\_\_ Supervisor: \_\_\_\_\_ Rate of Pay \$ \_\_\_\_\_

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Job Title & Duties: \_\_\_\_\_

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Why Did You Leave? \_\_\_\_\_

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**Previous Employer:**

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Address: \_\_\_\_\_ Phone: (     ) \_\_\_\_\_

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Start Date: \_\_\_\_\_ Leaving Date: \_\_\_\_\_ Supervisor: \_\_\_\_\_ Rate of Pay \$ \_\_\_\_\_

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Job Title & Duties: \_\_\_\_\_

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Why Did You Leave? \_\_\_\_\_

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**PERSONAL REFERENCE**

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**Name:** \_\_\_\_\_ Phone: (     ) \_\_\_\_\_

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Address: \_\_\_\_\_

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Occupation: \_\_\_\_\_ How Long Known: \_\_\_\_\_

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**PLEASE READ EACH OF THE FOLLOWING ITEMS BEFORE SIGNING THIS APPLICATION**

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1. As a final step in the hiring process, an applicant may be subject to an employment entrance exam that may include screening for illegal drugs. Applicants who confirm positive on drug screening will not be considered for employment. If a job offer is made, it may be made contingent upon the successful passing of a physical.
2. **I CERTIFY** that the facts contained in this application are true and complete, and understand that if employed, false, misleading or incomplete statements on this application shall be grounds for immediate dismissal.
3. **I AUTHORIZE** the company to investigate and verify any information contained in my application or pre-hire interviews, including my previous employment, education and background. I further release all parties from all liability for any damage that may result from furnishing or receiving such information.
4. **I UNDERSTAND** and agree that my employment and compensation may be terminated at any time without prior notice, with or without reason, at the option of the company or myself, and understand that no representative of the company, other than the President, has authority to enter into any agreement contrary to the foregoing.

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