

APPLICATION FOR EMPLOYMENT

It is our policy to comply with all applicable state and federal laws prohibiting discrimination in employment based on race, age, color, sex, religion, national origin, disability or other protected classification.

Name: _____ Date: _____

Address: _____

Street city state zip

Telephone # () _____ Are you over 18 years old? Yes No

Are you authorized to work in the U.S. on an unrestricted basis? Yes No

How did you learn of this opening? _____

Have you worked here before? Yes No

Have you been told the essential functions of the job or have you been shown a copy of the job description listing the essential functions of the job? Yes No

Can you perform these essential functions with/without reasonable accommodation? Yes No

Are there any hours, shifts or days you cannot or will not work? _____

Shift preferred: _____ Part-time: _____ Full-time: _____

Are you willing to work overtime as required? Yes No

Have you ever been convicted of a felony? Yes No (conviction will not necessarily disqualify an applicant for employment.) If yes, describe conditions: _____

Education	Name & Location of School	Year Graduated	Major	Diploma/ Degree
High School				
College/ University				
College/ University				
Other Training/Education				

In addition to your work history (reverse side), what other experiences, skills or qualifications would especially fit you for work with our company? _____

Positions applied for 1) _____ 2) _____

Wage or salary desired? \$ _____ When can you start? _____
Hourly rate

WORK HISTORY May we contact your present employer? Yes No

(OVER)

Most Recent Employer: _____ Address: _____ _____ Telephone #: _____
Date Started: _____ Starting Salary:\$ _____ Per: _____ Starting Position: _____
Date Left: _____ Salary on Leaving: \$ _____ Per: _____ Position on Leaving: _____
Name and Title of Supervisor: _____
Description of Duties: _____ Reason for Leaving: _____

Previous Employer: _____ Address: _____ _____ Telephone #: _____
Date Started: _____ Starting Salary:\$ _____ Per: _____ Starting Position: _____
Date Left: _____ Salary on Leaving: \$ _____ Per: _____ Position on Leaving: _____
Name and Title of Supervisor: _____
Description of Duties: _____ Reason for Leaving: _____

Previous Employer: _____ Address: _____ _____ Telephone #: _____
Date Started: _____ Starting Salary:\$ _____ Per: _____ Starting Position: _____
Date Left: _____ Salary on Leaving: \$ _____ Per: _____ Position on Leaving: _____
Name and Title of Supervisor: _____
Description of Duties: _____ Reason for Leaving: _____

Previous Employer: _____ Address: _____ _____ Telephone #: _____
Date Started: _____ Starting Salary:\$ _____ Per: _____ Starting Position: _____
Date Left: _____ Salary on Leaving: \$ _____ Per: _____ Position on Leaving: _____
Name and Title of Supervisor: _____
Description of Duties: _____ Reason for Leaving: _____

Applicant's Certification and Agreement

I certify that the facts set forth in this Application for Employment are true and complete to the best of my knowledge. I understand that if I am employed, false statements, omissions or misrepresentations may result in my dismissal. I authorize the Company to make an investigation of any of the facts set forth in this application.

I understand that employment at this Company is "at-will," which means that either I or the Company can terminate the employment relationship at any time, with or without prior notice, and for any reason not prohibited by statute. All employment is continued on that basis. I understand that no manager or executive of the Company, other than the president in a signed writing has any authority to alter the foregoing.

Date: _____ Applicant's Signature: _____