Employment Application

We are an equal opportunity employer and do not discriminate against otherwise qualified applicants on the basis of color, race, creed, religion, ancestry, age, sex, marital status, national origin, disability, or handicap or veteran status.

Please Print

Last Name	First Name	Middle
_____	_____	_____

Present Address

No. & Street	City	State	Zip Code
_____	_____	_____	_____

Permanent Address (if different from present address)

No. & Street	City	State	Zip Code
_____	_____	_____	_____

Cell Phone	Home Phone	E-mail
_____	_____	_____

Employment Desired

Position applying for:_____ Wage Desired_____

Are you applying for:

Regular full-time work?..... ☐ Yes ☐ No
Regular part-time work?..... ☐ Yes ☐ No
Temporary work, e.g., summer or holidays work?..... ☐ Yes ☐ No
What days and hours are you available for work?_____

If applying for temporary work, during what period of time will you be available?

From:_____ To:_____

Are you available to work on holidays?..... ☐ Yes ☐ No
Would you be available to work overtime, if necessary?..... ☐ Yes ☐ No

If hired, what date can you start work?_____

How did you hear about our company and this job opening?_____

Have you previously worked at this location?..... ☐ Yes ☐ No

If yes, when?_____ under what name?_____

Do you have the right to work in the U.S.?..... ☐ Yes ☐ No

Are you at least 18 years old?..... ☐ Yes ☐ No

(If under 18, please state your age_____. If under 18, a work permit or certificate may be required .)

Highest grade completed (circle one) 9 10 11 12 Some College College Graduate

Emergency contact:

Name	Address	Phone number
_____	_____	_____

Employment History

List below all present and past employment starting with your most recent employer.

_____ _____ _____

Company Name Address Phone Number

Name of Supervisor_____ **Dates of Employment:** _____ _____

From To

Reason for Leaving:_____

May we contact this employer for a reference?..... Yes No

_____ _____ _____

Company Name Address Phone Number

Name of Supervisor _____ **Dates of Employment:**_____ _____

From To

Reason for Leaving_____

May we contact this employer for a reference?..... Yes No

_____ _____ _____

Company name Address Phone Number

Name of Supervisor_____ **Dates of Employment:**_____ _____

From To

Reason for Leaving_____

May we contact this employer for a reference?..... Yes No

Initials

_____I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment and that the answers given by me are true and correct to the best of my knowledge. I further certify that I, the undersigned applicant, have personally completed this application. I understand that any omission or misstatement of material fact on this application or on any document used to secure employment shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery.

_____ I authorize any person, organization or company listed on this application to furnish you any and all information concerning my previous employment, education and qualifications for employment. I also authorize you to request and receive such information.

In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification document form upon hire.

_____ _____

Applicant's Signature **Date**