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# APPLICATION FOR EMPLOYMENT

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We are an equal opportunity employer, dedicated to a policy of non-discrimination in employment on any basis including age, sex, color, race, creed, national origin, religious persuasion, marital status, political belief, or disability that does not prohibit performance of essential job functions.

This application will be given every consideration, but its receipt does not imply that the applicant will be employed. Each question should be answered in a complete and accurate manner as no action can be taken on this application until all questions have been answered.

Date: \_\_\_\_\_

## I. Personal Information

Name: Last \_\_\_\_\_ First \_\_\_\_\_ Middle \_\_\_\_\_

Present Address \_\_\_\_\_

Permanent Address (if different than above) \_\_\_\_\_

Social Security Number \_\_\_\_\_

Telephone \_\_\_\_\_

Are you legally authorized to work in the United States? ( ) Yes ( ) No

If yes, do you need VISA sponsorship? ( ) Yes ( ) No

If yes, when does your current VISA expire: \_\_\_\_\_  
Date

**Federal law prohibits the employment of unauthorized aliens. All persons hired must submit satisfactory proof of employment authorization and identity (valid driver's license, birth certificate, Green Card, etc.) within three days of being hired. Failure to submit such proof within the required time shall result in immediate employment termination.**

**Position Applied For:** \_\_\_\_\_

1. Is there any information we would need about your name or use of another name for us to be able to check your work record? Please specify:

\_\_\_\_\_

2. Do you have any relatives who are presently (or have formerly been) employed by COMPANY.?

\_\_\_\_\_

3. How were you referred to COMPANY.?

\_\_\_\_\_

4. Have you ever been convicted of a felony? \_\_\_ Yes \_\_\_ No If yes, please explain:

\_\_\_\_\_

## II. Educational History

School Name/Location	Years Completed	Degree/Diploma
Elem/Jr. High _____		
High School _____		
College _____		
Tech. Training _____		
Other _____		

## III. Employment Record *Please include all employment for the last five years.*

- |  |                                   |
|--|-----------------------------------|
| Company Name (Current or Most Recent Employer) _____ | Position Held _____               |
| Address _____  | Dates Employed: _____<br>From To  |
| Manager / Supervisor _____                           | Telephone _____ Wage/Salary _____ |
| Reason For Leaving _____                             |                                   |
- |                            |                                   |
|----------------------------|-----------------------------------|
| Company Name _____         | Position Held _____               |
| Address _____              | Dates Employed: _____<br>From To  |
| Manager / Supervisor _____ | Telephone _____ Wage/Salary _____ |
| Reason For Leaving _____   |                                   |
- |                            |                                   |
|----------------------------|-----------------------------------|
| Company Name _____         | Position Held _____               |
| Address _____              | Dates Employed: _____<br>From To  |
| Manager / Supervisor _____ | Telephone _____ Wage/Salary _____ |
| Reason For Leaving _____   |                                   |

**NOTE:** Use a separate sheet to list additional employers, if necessary. We will contact all of the employers listed on this application unless you specifically exclude them below. Please list any employers you do not want us to contact and your reason for the exclusion:

_____ (Employer's Name)	_____ Reason
_____ (Employer's Name)	_____ Reason

**IV. References** Please do not include relatives or former employers.

1.	_____ Name	_____ Years Known
	_____ Address	_____ Telephone
	_____ Occupation	
2.	_____ Name	_____ Years Known
	_____ Address	_____ Telephone
	_____ Occupation	
3.	_____ Name	_____ Years Known
	_____ Address	_____ Telephone
	_____ Occupation	

**V. Work Availability**

1. If your application receives favorable consideration, when will you be available to begin work?  
\_\_\_\_\_
2. Do you have any objection to working overtime?  Yes  No
3. Can you work overtime without prior notice?  Yes  No
4. Can you work on Saturday?  Yes  No
5. Can you work on Sunday?  Yes  No
6. Can you travel if required by this position?  Yes  No

**VI. Salary / Hourly Rate Requirements**

If your application receives favorable consideration, what salary/hourly rate would you require?

\$ \_\_\_\_\_ per \_\_\_\_\_

**VII. Affidavit**

I certify that my answers to the forgoing questions are true and correct without any consequential omissions of any kind. I understand that if I am employed, any false, misleading or otherwise incorrect statements made on this application form or during any interviews may be grounds for my immediate discharge.

I hereby authorize COMPANY. to contact any company or individual it deems appropriate to investigate my employment history, character and qualifications and I give full and complete consent to their revealing any and all information they wish as a result of this investigation. In addition, I hereby waive my right to bring any cause of action against these individuals for defamation, invasion of privacy or any other reason because of their statements.

I agree that, if I am employed, I will abide by all the rules and regulations of COMPANY. I understand that the taking of drug and alcohol tests, when given pursuant to agency policy, are a condition of continued employment and refusal to take such tests will be grounds for my immediate termination. I further understand that nobody in COMPANY. is authorized to enter into any written or verbal employment contracts with me for any definite period of time without the express written consent of the President or CFO of the company. I also understand that my employment is "at-will" and may be terminated by myself or by COMPANY. at any time for any reason or no reason at all, with or without prior notice.

Signature \_\_\_\_\_ Date \_\_\_\_\_

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**COMPANY USE ONLY**

Interviewed by \_\_\_\_\_ Date \_\_\_\_\_