

APPLICATION FOR EMPLOYMENT

Date _____

We are committed to a policy of Equal Opportunity and will not discriminate on any legally recognized basis, including but not limited to race, age, color, religion, sex, marital status, nation origin, citizenship, ancestry, physical or mental disability, veteran status, or any other legally protected basis.

PERSONAL BACKGROUND

NAME _____ S.S.N _____ - _____ - _____

PRESENT ADDRESS _____

PERMANENT ADDRESS _____

PHONE# (_____) _____ D.O.B. _____ REFERRED BY _____

POSITION APPLYING FOR _____ DATE YOU CAN _____ SALARY DESIRED _____

ARE YOU EMPLOYED? _____ IF SO, MAY WE CONTACT YOUR EMPLOYER? _____

EVER APPLIED TO THE COMPANY BEFORE? _____ WHERE? _____ WHEN? _____

DO ANY OF YOUR RELATIVES WORK HERE? _____ SHIFT OR HOURS PREFERRED _____

DO YOU HAVE ANY JOB LIMITATIONS? _____

specialized technical skills (i.e. computer programmer/language, equipment operation, special tools, or machine used).

ARE YOU WILLING TO WORK OVERTIME? YES _____ NO _____

U.S. MILITARY OR NAVAL SERVICE _____ RANK _____

If driving is a requirement of the job for which you are applying, do you have a current, valid driver's license? _____

If driving is a requirement of the job for which you are applying, continued employment is contingent on your maintaining a current driver's license.

Do you have a CDL? _____ Yes, what class? _____

If a minor, can you produce the age/work certificate necessary to obtain employment? _____

Are you able at the time of employment, to submit verification of your legal right to work in the U.S.? Verification and completion of the I-9 form must be submitted no later than three business days after the date of hire.

Optional
1. Do you have any impairments; physical or mental, which would interfere with your ability to do the job for which you are applying? _____ If yes, describe and suggest accommodation. _____ 2. Do you speak a foreign language? _____ If yes, which language? _____ 3. Have you ever been convicted of a felony? _____ If yes, briefly describe the nature and circumstances of nature and circumstances of conviction _____

BACKGROUND	NAME & LOCATION OF SCHOOL	GRADE COMPLETED	MAJOR AREA OF STUDY
HIGH SCHOOL		9 10 11 12/GED	
COLLEGE		1 2 3 4	
TRADE BUSINESS OR GRADUATE SCHOOL			

WORK EXPERIENCE

(List below last four employers, starting with your present or last place of employment)
 You may include in such history and verification work performed on a volunteer basis.

DATE MO/YR	Name & Address of employer	Salary	Position	Name of supervisor	Reason for leaving
Fr					
To					
Fr					
To					
Fr					
To					
Fr					
To					

References

Give the names of three persons not related to you, whom you have known at least three years.

Name	Address	Telephone	Years Known
1.			
2.			
3.			

APPLICANT'S STATEMENT

In signing this application, I certify that all of the foregoing information is complete and accurate to the best of my knowledge I understand that if any of it is found to be false, misleading, or incomplete, it may constitute grounds for dismissal. I hereby authorize you to contact any references, schools, current or former employers, and any other sources necessary to investigate my background and qualifications for the position I am seeking. I release all parties from liability in connection with the provision and use of such information.

In the event the company advances me money or other things of value, or I become indebted financially to the company, I agree to repay the company and also any wages due upon termination may be offset by payroll deductions against such r

I understand and agree that, if employed by this organization, I will abide by its rules and regulations, which I understand are subject to change. I further understand that, if hired, my employment is for no definite period of time and may be terminated by either party at any time.

 Applicant's signature

 Date

