

APPLICATION FOR EMPLOYMENT



All fields must be completed.

AN EQUAL OPPORTUNITY EMPLOYER

Date of Application: _____ Position Applied for: _____

THIS APPLICATION IS NOT AN EMPLOYMENT CONTRACT but merely is intended to evaluate suitability for employment. It is the policy of the company to provide equal employment to all qualified persons without discrimination on the basis of sex, race, color, religion, age, marital status, national origin, ancestry, pregnancy, citizenship, disability, veteran status, genetic information, or any other status protected under applicable local, state, and federal law.

APPLICANT INFORMATION

Last Name		First Name		Middle
Street Address				
City		State	ZIP Code	
Phone		Email		
<p>Can you, upon employment, provide documentation verifying your identity and legal right to work in the United States? YES <input type="checkbox"/> NO <input type="checkbox"/></p> <p>Do you understand the essential functions of the position for which you are applying? YES <input type="checkbox"/> NO <input type="checkbox"/></p> <p>Can you perform the essential functions of the position with or without reasonable accommodation? YES <input type="checkbox"/> NO <input type="checkbox"/></p> <p>Will you work overtime if needed? YES <input type="checkbox"/> NO <input type="checkbox"/></p> <p>Do you currently have any relatives working for the company? YES <input type="checkbox"/> NO <input type="checkbox"/></p> <p>If so, please list all name(s) _____</p> <p>Are you 16 years of age or older? YES <input type="checkbox"/> NO <input type="checkbox"/> Are you 18 years of age or older? YES <input type="checkbox"/> NO <input type="checkbox"/></p> <p>Have you ever been discharged or forced to resign? YES <input type="checkbox"/> NO <input type="checkbox"/></p> <p>Have you ever been convicted of a felony or misdemeanor, other than traffic violations, with the last seven (7) years? (Note that a record of conviction does not necessarily preclude employment consideration) YES <input type="checkbox"/> NO <input type="checkbox"/></p> <p>If yes, please list convictions, dates, and county/state of conviction: _____</p> <p>_____</p> <p>_____</p>				

EDUCATION & SKILLS

Name & Location	Graduate (Y/N)	Degree/Diploma Awarded	Major Area of Study
High School			
College			
Other			

List any other education, certification(s), or trade skills that you have which relate to this job.

EMPLOYMENT HISTORY

Company _____	Phone: _____
Address: _____	
Supervisor: _____	Employed from _____ to _____
Title: _____	Starting pay _____ Ending pay _____
Responsibilities: _____	
Reason for leaving: _____	
May we contact this employer? YES <input type="checkbox"/> NO <input type="checkbox"/>	

Company _____	Phone: _____
Address: _____	
Supervisor: _____	Employed from _____ to _____
Title: _____	Starting pay _____ Ending pay _____
Responsibilities: _____	
Reason for leaving: _____	
May we contact this employer? YES <input type="checkbox"/> NO <input type="checkbox"/>	

Company _____	Phone: _____
Address: _____	
Supervisor: _____	Employed from _____ to _____
Title: _____	Starting pay _____ Ending pay _____
Responsibilities: _____	
Reason for leaving: _____	
May we contact this employer? YES <input type="checkbox"/> NO <input type="checkbox"/>	

DISCLAIMER & SIGNATURE

I certify that my answers are true and complete to the best of my knowledge, and I authorize the investigation of all statements contained herein. If this application leads to employment, I understand that false or misleading information in my application or interview may result in denial or termination of my employment. I will agree to a background check upon offer of a position and further understand and consent to the results of the background check being communicated to the company.

I further agree to submit to alcohol and/or drug screening tests, if requested of me, at any time during my employment in accordance with applicable law, and I further understand and consent to the results of said tests being communicated to the company. I agree, if I am offered and accept a position, to conform to all existing and future company rules and regulations, and I understand that the company reserves the right to change wages, hours, and working conditions as it deems necessary. I further understand that no one, other than the President of the company in writing, has the authority to enter into an employment agreement with me that differs from that which is outlined here, and that **if I should become employed by the company, the employment relationship is "at will" and can be terminated by either party, at any time, for any or no reason.**

I expressly agree and understand that, if I become employed, my employment is not for a specific term, is based on mutual consent, and may be terminated by me or my employer(s) with or without notice or cause at any time. I further understand that no oral promise, employer(s) policy, custom, business practice or other procedure (including the basic employment policies, personnel handbook or any personnel manuals) constitute an employment contract or modification of the at-will employment relationship between me and the employer(s).

I further understand that this application for employment will remain "active" for thirty (30) days from today's date. If I still desire a position with the company, it will be my responsibility to fill out a new application and file it with the company after that period expires.

Signature _____

Date _____