

Application for Employment

Please Print Legibly

Personal Information

Name: Last First Middle Social Security Number

Present Street Address City/State/Zip

_____ Position Applied For _____

Home Telephone/Cell Number _____

If hired can you show proof that you are over eighteen years of age? Yes/No (Circle One)

Are you able to present valid, current authorization to work in the United States? Yes/No

Have you ever been discharged from any position? Yes/No

If yes, please provide the date and reason for each discharge:

How were you referred to our Company? _____

Have you ever:

- Been convicted of any crime or offense (misdemeanor, felony, or traffic violation) for which the record has not been sealed or expunged? Yes/ No
- Pled guilty to any crime or offense (misdemeanor, felony, or traffic violation) for which the record has not been sealed or expunged? Yes/ No

If yes to either, please briefly describe the nature of the offense(s), date and place of conviction and the legal disposition of the case. This company will not deny employment to any applicant solely because the person has been convicted of an offense. The company may however consider the nature, date and circumstances of the offenses as well as whether the offense is relevant to the duties of the position applied for.

Are you currently out on bail; the subject of a current warrant for arrest or released on your own recognizance pending trial? Yes/ No

Salary/ Hourly Rate Requirements

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

Job Related Skills

Have the requirements and skills of the job been explained to you or have you been given a copy of the job description for the position for which you have applied? Yes/ No

Can you perform the essential functions of the job with or without reasonable accommodation?
Yes/ No

Work Availability

If your application receives favorable consideration, when will you be available to begin work?

- Do you have any objection to working overtime? Yes/ No
- Can you work overtime without prior notice? Yes/ No
- Can you work on Saturday if required by this position? Yes/ No
- Can you work on Sunday if required by this position? Yes/ No
- Can you travel if required by this position? Yes/ No
- Can you work full time? Yes/ No
- Can you work part time? Yes/ No
- Are you over the age of 18? Yes/ No

Educational History

School Name/Location	Years Completed	Degree/Diploma
High School _____		
College _____		
Technical Training _____		

Have you ever served in the U.S. Military? Yes/ No
If yes did your military service and training provide you with skills you can use in this job?
Yes/ No If yes, please explain

References

List those persons who are familiar with your work skills and abilities. Do not include relatives.

1.	_____	_____	_____
	Name	Telephone	Years Known
2.	_____	_____	_____
	Name	Telephone	Years Known
3.	_____	_____	_____
	Name	Telephone	Years Known
4.	_____	_____	_____
	Name	Telephone	Years Known

I UNDERSTAND THAT IF AT ANY TIME, THE INFORMATION I HAVE GIVEN IN THIS JOB APPLICATION IS FOUND TO BE FALSE, IT COULD RESULT IN MY IMMEDIATE DISMISSAL OF EMPLOYMENT. I ALSO UNDERSTAND THAT THIS IS A DRUG FREE WORKPLACE AND I MAY BE SUBJECT TO RANDOM TESTING.

SIGNED _____ DATE _____