



## APPLICATION FOR EMPLOYMENT

Please Complete the Entire Application and the Accompanying Forms

We are an Equal Opportunity Employer

Position Desired: \_\_\_\_\_ ( ) Part Time ( ) Full Time Date: \_\_\_\_\_

Name: \_\_\_\_\_

(Please Print) Last First Middle

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

How long have you lived there? \_\_\_\_\_

Previous Address: \_\_\_\_\_

How long did you live there? \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_

Email: \_\_\_\_\_

### RECORD OF PREVIOUS EMPLOYMENT

Please list the names of your present and previous employers in chronological order with your present or last employer listed first. Be sure to account for all periods of time including military service, and any period of unemployment. If self-employed, give firm name and supply business references (add additional page if necessary). You may include any verified work performed on a volunteer basis.

Name of Present or Last Employer: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Dates of Employment: From (month/year) \_\_\_\_\_ To: (month/year) \_\_\_\_\_

Starting Pay: \$ \_\_\_\_\_ Final Pay\$ \_\_\_\_\_

Title or Position: \_\_\_\_\_

Name and Title of Last Supervisor: \_\_\_\_\_

Exact Reason for Leaving: \_\_\_\_\_

May we Contact? ( ) Yes ( ) No If no, please explain: \_\_\_\_\_

\_\_\_\_\_

Name of Present or Last Employer: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Dates of Employment: From (month/year) \_\_\_\_\_ To: (month/year) \_\_\_\_\_

Starting Pay: \$ \_\_\_\_\_ Final Pay\$ \_\_\_\_\_

Title or Position: \_\_\_\_\_

Name and Title of Last Supervisor: \_\_\_\_\_

Exact Reason for Leaving: \_\_\_\_\_

May we Contact? ( ) Yes ( ) No If no, please explain: \_\_\_\_\_

\_\_\_\_\_

---

Name of Present or Last Employer: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Dates of Employment: From (month/year) \_\_\_\_\_ To: (month/year) \_\_\_\_\_

Starting Pay: \$ \_\_\_\_\_ Final Pay\$ \_\_\_\_\_

Title or Position: \_\_\_\_\_

Name and Title of Last Supervisor: \_\_\_\_\_

Exact Reason for Leaving: \_\_\_\_\_

May we Contact? ( ) Yes ( ) No If no, please explain: \_\_\_\_\_

\_\_\_\_\_

---

Name of Present or Last Employer: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Dates of Employment: From (month/year) \_\_\_\_\_ To: (month/year) \_\_\_\_\_

Starting Pay: \$ \_\_\_\_\_ Final Pay\$ \_\_\_\_\_

Title or Position: \_\_\_\_\_

Name and Title of Last Supervisor: \_\_\_\_\_

Exact Reason for Leaving: \_\_\_\_\_

May we Contact? ( ) Yes ( ) No If no, please explain: \_\_\_\_\_

\_\_\_\_\_

Have you ever been terminated or asked to resign from any job? ( ) Yes ( ) No

If yes, please explain circumstances: \_\_\_\_\_  
\_\_\_\_\_

Please explain fully any gaps in your employment history: \_\_\_\_\_  
\_\_\_\_\_

Please indicate any actual experience, special training and qualifications that you have which you feel are relevant to the position for which you are applying, including all current certifications, as well as any other special technical qualifications: \_\_\_\_\_  
\_\_\_\_\_

Have you ever used another name? ( ) Yes ( ) No Is any additional information relative to change of name, use of an assumed name, or nickname necessary to enable a check on your work and educational record? If yes, please explain: \_\_\_\_\_  
\_\_\_\_\_

If hired, can you furnish proof that you are over 18 years of age? ( ) Yes ( ) No

## EDUCATION

**High School Name:** \_\_\_\_\_

Years Completed (circle) 9 10 11 12          Diploma/Degree: \_\_\_\_\_

Describe Course of Study or Major: \_\_\_\_\_

Describe Specialized Training, Experience, Skills and Extracurricular Activities: \_\_\_\_\_  
\_\_\_\_\_

**College/University:** \_\_\_\_\_

Years Completed (circle) 1 2 3 4          Diploma/Degree: \_\_\_\_\_

Describe Course of Study or Major: \_\_\_\_\_

Describe Specialized Training, Experience, Skills and Extracurricular Activities: \_\_\_\_\_  
\_\_\_\_\_

**Graduate/Professional:** \_\_\_\_\_

Years Completed (circle) 1 2 3 4          Diploma/Degree: \_\_\_\_\_

Describe Course of Study or Major: \_\_\_\_\_

Describe Specialized Training, Experience, Skills and Extracurricular Activities: \_\_\_\_\_  
\_\_\_\_\_

**Trade or Correspondence:** \_\_\_\_\_

**Other:** \_\_\_\_\_

## PROFESSIONAL REFERENCES

Please list professional (not personal) references.

**Name:** \_\_\_\_\_

Occupation: \_\_\_\_\_

Address: \_\_\_\_\_

(Street, City and State)

Telephone Number: \_\_\_\_\_

Number of Years Known: \_\_\_\_\_

**Name:** \_\_\_\_\_

Occupation: \_\_\_\_\_

Address: \_\_\_\_\_

(Street, City and State)

Telephone Number: \_\_\_\_\_

Number of Years Known: \_\_\_\_\_

**Name:** \_\_\_\_\_

Occupation: \_\_\_\_\_

Address: \_\_\_\_\_

(Street, City and State)

Telephone Number: \_\_\_\_\_

Number of Years Known: \_\_\_\_\_

**This application will be considered active for a maximum of thirty (30) days. If you wish to be considered for employment after that time, you must reapply.**

**I certify that all of the information that I have provided on this application and the accompanying documents is true, complete and accurate.**

**Signature of Applicant:** \_\_\_\_\_

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

## **APPLICANT'S STATEMENT AND AGREEMENT**

In the event of my employment to a position in this Company, I will comply with all rules and regulations of this Company. I understand that if I receive an offer of employment from the Company, the Company reserves the right to require me to submit to a test for the presence of drugs in my system prior to employment and at any time during my employment, to the extent permitted by law. I also understand that any offer of employment may be contingent upon the passing of a physical examination. I consent to the disclosure of the results of any physical examination and related tests to the Company in accordance with applicable law. I also understand that I may be required to take other tests such as personality and honesty tests, prior to employment and during my employment. I understand that should I decline to sign this consent or decline to take any of the above tests, my application for employment may be rejected or my employment terminated. I understand that bonding may be a condition of hire. If it is, I will be so advised either before or after hiring, and a bond application will have to be completed.

I understand that if I receive an offer of employment from the Company, the Company may investigate my driving record and my criminal record, and that an investigative consumer report may be prepared whereby information is obtained through personal interviews with my neighbors, friends, personal references, and others with whom I am acquainted. This inquiry includes information as to my character, general reputation, personal characteristics, and mode of living. I understand that I have the right to make a written inquiry within a reasonable period of time to receive additional detailed information about the nature and scope of this investigation. I further understand that the Company may contact my previous employers and I authorize those employers to disclose to the Company all records and information pertinent to my employment with them. In addition to authorizing the release of any information regarding my employment, I hereby fully waive any right or claims I have or may have against my former employers, their agents, employees and representatives, as well as other individuals who release information to the Company, and release them from any and all liability, claim, or damages that may directly or indirectly result from the use, disclosure, or release of any such information by any person or party, whether such information is favorable or unfavorable to me. I authorize the person's name herein as personal references to provide the Company with any pertinent information they may have regarding myself.

I hereby state that all the information that I have provided on this application or any other documents filled out in connection with my employment, and in any interview is true and correct. I have withheld nothing that would, if disclosed, affect this application unfavorably. I understand that if I am employed and any such information is later found to be false or incomplete in any respect, I may be dismissed.

If hired, I agree as follows: My employment and compensation is terminable at will, is for no definite period, and my employment compensation may be terminated by the Company (employer) at any time and for any reason whatsoever, with or without good cause at the option of either the Company or myself. No implied, oral, or written agreements contrary to the express language of this agreement are valid unless they are in writing and signed by the President of the Company (or majority owner or owners if the Company is not a corporation). No supervisor or representative of the Company, other than the President of the Company (or majority owner or owners if the Company is not a corporation), has any authority to make any agreements contrary to foregoing. This agreement is the entire agreement between the Company and the employee regarding the rights of the Company or employee to terminate employment with or without good cause, and

this agreement takes the place of all prior contemporaneous agreements, representations, and understandings of the company and the employee.

I further understand that the Company (or majority owners if the Company is not a corporation) may modify, amend or terminate any of its' policies and/or benefit plans at any time, with or without prior notice. I agree to follow and be bound by the Company's policies, as they may be changed or modified from time to time.

*If you have any questions regarding the statement, please ask a Company representative before signing. I hereby acknowledge that I have read the above statements and understand the same.*

---

Signature of Applicant

---

Date