



Employment Application

.TODAY'S DATE: _____

PERSONAL INFORMATION

NAME (LAST, FIRST, MI):	
STREET ADDRESS:	
CITY, STATE, ZIP:	
HOME PHONE:	WORK PHONE:
CELLULAR PHONE #:	
FACSIMILE:	E-MAIL:
SOCIAL SECURITY#:	DRIVER'S LICENSE #/STATE/EXPIRATION:

EMPLOYMENT DESIRED

POSITION APPLIED FOR:	
HOW DID YOU HEAR ABOUT THIS POSITION?	
DATE AVAILABLE FOR WORK:	DESIRED HOURS & DAYS:

EDUCATION

	NAME AND ADDRESS OF SCHOOL	COURSE OF STUDY	TOTAL YEARS OF STUDY	DEGREE/ DIPLOMA
HIGH SCHOOL				
UNDERGRADUATE				
GRADUATE/ PROFESSIONAL				
OTHER (SPECIFY)				
LIST ANY SEMINARS, CLASSES OR OTHER EDUCATION NOT LITED ABOVE WHICH MAY HELP QUALIFY YOU FOR THIS POSITION (IF YOU NEED ADDITIONAL SPACE, USE PAGE 7):				

LAST NAME, FIRST INITIAL:		TODAY'S DATE:		



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EMPLOYMENT HISTORY

List below all present and past employers over the past ten years, starting with your **most recent** employer. Account for all periods of unemployment. You must complete this section even if attaching a resume. → May we contact your current employer? **YES NO**

1.

EMPLOYER _____	START DATE	END DATE	ESSENTIAL JOB FUNCTIONS OF FINAL POSITION
(CURRENT) YES NO			
ADDRESS			1.
CITY, STATE, ZIP	STARTING SALARY	ENDING SALARY	2.
PHONE NUMBER			3.
FAX NUMBER	SUPERVISOR(S)		4.
JOB POSITION(S)	E-MAIL ADDRESS OF SUPERVISOR		5.
REASON(S) FOR LEAVING			
WHAT VALUE DID YOU ADD TO THIS COMPANY OR ITS CUSTOMERS?			

2.

EMPLOYER _____	START DATE	END DATE	ESSENTIAL JOB FUNCTIONS OF FINAL POSITION
(CURRENT) YES NO			
ADDRESS			1.
CITY, STATE, ZIP	STARTING SALARY	ENDING SALARY	2.
PHONE NUMBER			3.
FAX NUMBER	SUPERVISOR(S)		4.
JOB POSITION(S)	E-MAIL ADDRESS OF SUPERVISOR		5.
REASON(S) FOR LEAVING			
WHAT VALUE DID YOU ADD TO THIS COMPANY OR ITS CUSTOMERS?			



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3)

EMPLOYER _____	START DATE	END DATE	ESSENTIAL JOB FUNCTIONS OF FINAL POSITION
(CURRENT) YES NO			
ADDRESS	STARTING SALARY	ENDING SALARY	1.
CITY, STATE, ZIP			2.
PHONE NUMBER			3.
FAX NUMBER	SUPERVISOR(S)		4.
JOB POSITION(S)	E-MAIL ADDRESS OF SUPERVISOR		5.
REASON(S) FOR LEAVING			
WHAT VALUE DID YOU ADD TO THIS COMPANY OR ITS CUSTOMERS?			

4).

EMPLOYER _____	START DATE	END DATE	ESSENTIAL JOB FUNCTIONS OF FINAL POSITION
(CURRENT) YES NO			
ADDRESS			1.
CITY, STATE, ZIP	STARTING SALARY	ENDING SALARY	2.
PHONE NUMBER			3.
FAX NUMBER	SUPERVISOR(S)		4.
JOB POSITION(S)	E-MAIL ADDRESS OF SUPERVISOR		5.
REASON(S) FOR LEAVING			
WHAT VALUE DID YOU ADD TO THIS COMPANY OR ITS CUSTOMERS?			



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ADDITIONAL INFORMATION			
LIST ANY PROFESSIONAL, TRADE, BUSINESS OR CIVIC ACTIVITIES AND OFFICES HELD. YOU MAY EXCLUDE MEMBERSHIP THAT WOULD REVEAL GENDER, RACE, RELIGION, NATIONAL ORIGIN, ANCESTRY, AGE, DISABILITY OR ANY OTHER PROTECTED STATUS.	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/>		
LIST ANY LANGUAGES OTHER THAN ENGLISH THAT YOU CAN SPEAK, READ OR WRITE THAT COULD BE OF BENEFIT TO THE POSITION APPLIED FOR.			
	FLUENT	GOOD	FAIR
SPEAK			
READ			
WRITE			

IDENTIFY FORMAL JOB TRAINING THAT RELATES TO THIS POSITION	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
IDENTIFY WHAT SKILLS OR CERTIFICATION YOU POSSESS RELATED TO THIS POSITION	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
IF YOU ARE HIRED, WHAT VALUE WOULD YOU ADD TO OUR COMPANY?	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
DESCRIBE WHAT YOU BELIEVE ARE THE MOST UNIQUE FEATURES OF YOUR WORK HISTORY?	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/>



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ADDITIONAL INFORMATION	
HAVE YOU EVER BEEN EMPLOYED WITH THIS COMPANY BEFORE? IF YES, WHEN? _____ _____ _____	<input type="checkbox"/> YES <input type="checkbox"/> NO
DO YOU HAVE ANY FRIENDS OR RELATIVES EMPLOYED BY THIS COMPANY? IF YES, PLEASE PROVIDE THEIR NAMES AND RELATIONSHIP TO YOU: _____ _____ _____	<input type="checkbox"/> YES <input type="checkbox"/> NO
ARE YOU CURRENTLY EMPLOYED? MAY WE CONTACT YOUR EMPLOYER? ARE YOU CURRENTLY ON "LAY OFF" STATUS AND SUBJECT TO RECALL?	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> YES <input type="checkbox"/> NO
IF YOU ARE UNDER 18 YEARS OF AGE, CAN YOU PROVIDE PROOF OF YOUR ELIGIBILITY TO WORK?	<input type="checkbox"/> YES <input type="checkbox"/> NO
IF HIRED, CAN YOU PROVIDE PROOF OF U.S. CITIZENSHIP OR PROOF OF YOUR LEGAL RIGHT TO WORK IN THE U.S.?	<input type="checkbox"/> YES <input type="checkbox"/> NO
ARE YOU ABLE TO PERFORM ALL OF THE ESSENTIAL FUNCTIONS OF THE JOB FOR WHICH YOU ARE APPLYING WITH OR WITHOUT REASONABLE ACCOMODATION? _____ _____ _____	<input type="checkbox"/> YES <input type="checkbox"/> NO
IF HIRED, ARE THERE ANY ACCOMODATIONS THE COMPANY WOULD NEED TO PROVIDE SO THAT YOU CAN PERFORM ALL THOSE ESSENTIAL FUNCTIONS AND DUTIES OF THE POSITION BEING APPLIED FOR? IF YES, PLEASE EXPLAIN? _____ _____ _____	<input type="checkbox"/> YES <input type="checkbox"/> NO
IF DRIVING IS A REQUIREMENT OF THE POSITION APPLIED FOR, HAVE YOU IN THE LAST SEVEN (7) YEARS BEEN CONVICTED OF DRIVING UNDER THE INFLUENCE "(DUI)"?	<input type="checkbox"/> YES <input type="checkbox"/> NO
IF HIRED, DO YOU HAVE A RELIABLE MEANS OF TRANSPORTATION TO AND FROM WORK?	<input type="checkbox"/> YES <input type="checkbox"/> NO
IF HIRED, WOULD YOU BE ABLE TO TRAVEL OR WORK OVERTIME IF NEEDED?	<input type="checkbox"/> YES <input type="checkbox"/> NO



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HAVE YOU EVER BEEN CONVICTED OF A FELONY OR MISDEMEANOR? IF YES, PLEASE EXPLAIN: _____ _____ _____ _____ _____	<input type="checkbox"/> YES <input type="checkbox"/> NO
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REFERENCES

List below three persons NOT related to you who have knowledge of your work performance within the last 5 years.

NAME		OCCUPATION
COMPANY NAME	ADDRESS	
TELEPHONE	E-MAIL ADDRESS	RELATIONSHIP & YEARS ACQUAINTED

NAME		OCCUPATION
COMPANY NAME	ADDRESS	
TELEPHONE	E-MAIL ADDRESS	RELATIONSHIP & YEARS ACQUAINTED

NAME		OCCUPATION
COMPANY NAME	ADDRESS	
TELEPHONE	E-MAIL ADDRESS	RELATIONSHIP & YEARS ACQUAINTED

ADDITIONAL SPACE

ADDITIONAL SPACE PROVIDED TO EXPAND ON ANY POINTS OR QUESTIONS ASKED PREVIOUSLY IN THIS APPLICATION.

_____ _____ _____ _____ _____ _____ _____ _____ _____



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PLEASE READ EACH STATEMENT CLOSELY AND INITIAL EACH ACKNOWLEDGING YOUR UNDERSTANDING

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

_____ This Company is committed to the principles of equal employment opportunity and is committed to make employment decisions based on merit. We are committed to complying with all Federal, State and local laws providing for equal employment opportunities, as well as all laws related to terms and conditions of employment. The Company desires to maintain a work environment that is free of sexual harassment and discrimination due to race, religion, color national origin, physical or mental disability, age or any other status protected by Federal, State or local laws. The Company will make reasonable efforts to accommodate those physical or mental limitations of an otherwise qualified employee unless undue hardship would result for the company.

DISCRIMINATION AND SEXUAL HARASSMENT POLICY STATEMENT

_____ This Company will not tolerate any form of unlawful discrimination, including sexual harassment. Any employee who engages in unlawful discrimination or sexual harassment will be subject to appropriate discipline, up to and including termination. Prohibited sexual harassment is defined as follows: Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature constitute sexual harassment when (1) submission to such conduct is made whether explicitly or implicitly a term or condition of an individual's employment; (2) submission to or action of such conduct by an individual is used as the basis for employment decisions affecting such individuals; or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment.

DISCLOSURE TO APPLICANTS CONCERNING DRUG/ALCOHOL TESTING

_____ If you are offered a position with a Company, you may be given a drug/alcohol test as a condition of employment. Your refusal to timely submit to a drug/alcohol test or your failure to pass such a test means you will not be employed by this company. Neither the collector of specimens nor the medical professional who reviews the test results will be a company employee. The test results will be kept confidential. The individual undergoing testing will not be directly observed while providing the specimen unless there are reasonable grounds to believe the individual may alter or substitute the specimen. Negative test results are required as a condition of employment.

COMPLETE AND ACCURATE INFORMATION

_____ I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment and that the answers given by me are true and correct to the best of my knowledge. I further certify that I have personally completed this application. I understand that any omission or misstatement of material fact on this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery.

AT-WILL EMPLOYMENT

_____ I understand and agree that if I am employed, my employment will be "at-will", which means that the Company may terminate the employment relationship at any time, with or without cause and with or without notice. Likewise, the Company will respect my right to terminate my employment at anytime, with or without cause and with or without notice. I further understand that any prior representation, whether expressed or implied to the contrary is hereby superseded and that no promise or representation contrary to the foregoing is binding on the Company unless made in writing and signed by the Company's president.



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_____ **TESTING AUTHORIZATION**

If offered a position with the Company, I hereby agree to any legally permitted physical, psychological, skill, drug or medical test required by the Company as a condition of employment.

_____ **INVESTIGATION AUTHORIZATION**

I authorize investigation into all statements and references contained in this application. Said investigation may include credit, driving, criminal background, references and other background checks. By applying for this job, I also authorize post-hire investigation into my credit, driving, and criminal background.

_____ **COMPANY OBLIGATION**

I understand and agree that the Company's acceptance of this job application does not mean that a position for which I am qualified is open (unless specifically posted) or that the Company has agreed to hire me. I understand that that Company is under no obligation to hire me as the result of accepting this completed application.

I HAVE READ AND UNDERSTOOD THE ABOVE POLICY STATEMENTS AND AGREE TO BE BOUND BY THEM IF EMPLOYED BY THE COMPANY.

Signature

Date

