

Employment Application -- An Equal Opportunity Employer

Position(s) Applying For	Date of Application
How Did You Learn About Us? <input type="checkbox"/> Advertisement <input type="checkbox"/> Friend <input type="checkbox"/> Walk-In <input type="checkbox"/> Employment Agency <input type="checkbox"/> Relative <input type="checkbox"/> Other _____	

Last Name	First Name	Middle Name
Address		City
		State
		Zip Code
Telephone Number(s)	E-Mail Address	Social Security Number
		/ /
Do you have a valid Driver's License? <input type="checkbox"/> Yes <input type="checkbox"/> No		If yes, License No. _____ State of _____

Have you ever applied to or worked for us before? Yes No

If yes, when? _____

Do you have any friends or relatives working for us? Yes No

If yes, state name(s) and relationship. _____

Why are you applying for work with us? _____

If hired, would you have a reliable means of transportation to and from work? Yes No

Are you at least 18 years old? (If under 18, hire is subject to verification that you are of minimum legal age.) Yes No

If hired, can you present evidence of your U.S. citizenship or proof of your legal right to live and work in this country? Yes No

Are you able to perform the essential functions of the job for which you are applying, either with or without reasonable accommodation? Yes No

If no, describe the functions that cannot be performed. _____

(Note: We comply with the ADA and consider reasonable accommodation measures that may be necessary for eligible applications/employees to perform essential functions. Hire may be subject to passing a medical examination, and to skill and agility tests.)

Have you ever been convicted of a criminal offense (felony or serious misdemeanor)? Yes No
 (Convictions for marijuana-related offenses that are more than two years old need not be listed.)

If yes, state nature of the crime(s), when and where convicted and disposition of the case _____

(Note: No applicant will be denied employment solely on the grounds of conviction of a criminal offense. The nature of the offense, the date of the offense, the surrounding circumstances and the relevance of the offense to the position(s) applied for may, however, be considered.)

Education

	Name and Address of School	Course of Study	Years Completed	Diploma or Degree
High School				
College/ University				
Vocational/ Business				
Other (Specify)				

Additional Information

State any additional information you feel may be helpful to us in considering your application. Summarize special job-related skills and qualifications from employment or other experience.

Employment Experience

List below all present and past employment starting with your most recent employer (last five years is sufficient). Account for all periods of unemployment.

Employer	Dates Employed		Your Position and Duties
	From	To	
Address			
Telephone Number(s)	Hourly Rate/Salary		
	Starting	Final	
Supervisor			
May we contact this employer for reference? ____ Yes ____ No			
Employer	Dates Employed		Your Position and Duties
	From	To	
Address			
Telephone Number(s)	Hourly Rate/Salary		
	Starting	Final	
Supervisor			
May we contact this employer for reference? ____ Yes ____ No			
Employer	Dates Employed		Your Position and Duties
	From	To	
Address			
Telephone Number(s)	Hourly Rate/Salary		
	Starting	Final	
Supervisor			
May we contact this employer for reference? ____ Yes ____ No			

References

1.	_____	_____	_____
	(Name)	(Address)	
	_____	_____	_____
	(Occupation)	(Phone Number)	(Number of Years Acquainted)
2.	_____	_____	_____
	(Name)	(Address)	
	_____	_____	_____
	(Occupation)	(Phone Number)	(Number of Years Acquainted)
3.	_____	_____	_____
	(Name)	(Address)	
	_____	_____	_____
	(Occupation)	(Phone Number)	(Number of Years Acquainted)

Applicant's Statement (Please Read Carefully, Initial Each Paragraph and Sign Below)

	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, the undersigned applicant, have personally completed this application. I understand that any omission or misstatement of material fact on this application or on any document used to secure employment shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery.
	I hereby authorize the company to thoroughly investigate my references, work record, education and other matters related to my suitability for employment and, further, authorize the references I have listed to disclose to the company any and all letters, reports and other information related to my work records, without giving me prior notice of such disclosure. In addition, I hereby release the company, my former employers and all other persons, corporations, partnerships and associations from any and all claims, demands or liabilities arising out of or in any way related to such investigation or disclosure.
	I understand that nothing contained in the application, or conveyed during any interview which may be granted or during my employment, if hired, is intended to create an employment contract between me and the company. In addition, I understand and agree that if I am employed, my employment is for no definite or determinable period and may be terminated at any time, with or without prior notice, at the option of either myself or the company, and that no promises or representations contrary to the foregoing are binding on the company unless made in writing and signed by me and the company's designated representative.
_____	_____
Signature of Applicant	Date