

EMPLOYMENT APPLICATION

We are an equal opportunity employer. We do not discriminate in employment on account of race, color, religion, national origin, citizenship status, ancestry, age, sex, sexual orientation, marital status, physical or mental disability, military status, or unfavorable discharge from military service.

Applications will only be accepted when positions are open and will remain on file for three months.

DATE: _____

FIRST NAME: _____ LAST NAME: _____

STREET ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

DAYTIME PHONE: _____ EVENING PHONE: _____

Have you ever been employed by this company?	Yes	No
Are you 18 years of age or older? (If no, you may be required to provide permit.)	Yes	No
Do you have a valid driver's license? (Only required if company travel is required.)	Yes	No

Position applying for: _____ How did you hear about the position? _____

Are you able to perform all the essential functions of the position for which you are applying, with or without reasonable accommodations? Yes No

What days of the week are you able to work?

Some positions may require certain number of hours per week and/or certain days of the week. You may be required to work overtime, holidays, and/or weekends depending on the position and/or business needs. Positions may also be on a rotating schedule.

	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
FROM							
TO							

How many hours per week are you able to work? 36-40+ 30-35 20-29 less than 20

Are you able to work overtime, holidays, and/or weekends? (circle all that apply) Overtime Holidays Weekends None

Describe your experience as it pertains to the position you are applying for. Please include duties performed and equipment used.

Education (List most recent first. If you list a high school, you may write "general" for area of study.)

School Name: _____ Address (city, state): _____

Did you graduate? Yes No Area of study and/or degree: _____

School Name: _____ Address (city, state): _____

Did you graduate? Yes No Area of study and/or degree: _____

Employment History *(List most recent/current first.)*

Company Name: _____ **Address:** _____

Contact Name: _____ **City:** _____ **State:** _____

Job Title: _____ **Phone:** _____

Briefly Describe Job Duties: _____

Start Date: _____ **End Date:** _____ **Reason for Leaving:** _____

Company Name: _____ **Address:** _____

Contact Name: _____ **City:** _____ **State:** _____

Job Title: _____ **Phone:** _____

Briefly Describe Job Duties: _____

Start Date: _____ **End Date:** _____ **Reason for Leaving:** _____

Company Name: _____ **Address:** _____

Contact Name: _____ **City:** _____ **State:** _____

Job Title: _____ **Phone:** _____

Briefly Describe Job Duties: _____

Start Date: _____ **End Date:** _____ **Reason for Leaving:** _____

Professional References

Name: _____ **Phone:** _____

Relationship: _____ (Owner, Co-worker, HR, Manager, etc.)

Name: _____ **Phone:** _____

Relationship: _____ (Owner, Co-worker, HR, Manager, etc.)

Name: _____ **Phone:** _____

Relationship: _____ (Owner, Co-worker, HR, Manager, etc.)

PLEASE READ THIS STATEMENT CAREFULLY

I certify that the information contained in this application is correct to the best of my knowledge, and I understand that falsification or omissions in this application in any detail is grounds for disqualification from further consideration or for dismissal from employment at the time the company discovers the omission or falsification. I will be a "terminable-at-will" employee. My employment and compensation can be terminated with or without cause, with or without notice, at any time, at the option of either the company or myself. I further understand that no personnel recruiter or interviewer or other representative of the company other than the owner/manager has the authority to enter into any agreement for employment for any specified period of time.

I understand that if I am employed, any misrepresentation or omission of material facts on this application is sufficient cause for dismissal. The company, in considering my application for employment, may verify the information set forth on this application and obtain additional information relating to my background as it may relate to the position for which I am applying. I further understand I may be subject to a pre-employment background, reference check, and/or drug screen.

By signing, I agree to the above disclaimer.

Applicant Signature: _____ **Date:** _____