

APPLICATION FOR EMPLOYMENT

1. INSTRUCTIONS - Please Print or Type

PLEASE ANSWER ALL QUESTIONS. Resumes **are not** accepted in lieu of completion of this application. Note: This document was designed to use with several types of positions. Some questions may not be completely applicable to the job/position you are seeking; however, we ask that you fully complete all areas of information.

2. APPLICANT INFORMATION

Position(s) applied for: _____ Date of application: ____ / ____ / ____

Name:

Last: _____ First: _____ M.I. ____ Other: _____

Address: _____

Street

City

State

Zip Code

Email: _____ Telephone #: _____ Other Phone #: _____

Have you previously filed an application with this company? Yes No

If yes, give date: ____ / ____ / ____

Have you previously been employed by this company? Yes No

If yes, give date: ____ / ____ / ____

Telephone #: _____ Other Phone #: _____

Please list any relatives or friends who are employed at this work site and their relationship to you:

Can you perform the essential functions of the position for which you are applying? Yes No

If no, please explain. (If you have any question as to what functions are applicable to the position for which you are applying, please ask the interviewer before you answer this question):

Do you have the legal right to work in the United States? Yes No

Date available for work?: ____ / ____ / ____

(NOTE: You will be required to provide appropriate document(s) for completion of the I-9 at the time of employment)

Type of employment desired: Full-time Part-time Temporary Seasonal

Do you have a reliable means of transportation which will enable you to be at work as required? Yes No

Will you work overtime if asked? Yes No

If required, are you able to work evenings and weekends? Yes No

Are there any hours, shifts or days you will not work? Yes No

If yes, explain _____

Desired Salary? _____

3. SKILLS AND QUALIFICATIONS

Summarize any training, skills, licenses, and/or certificates that may qualify you as being able to perform job-related functions in the position for which you are applying. _____

Other Languages: (Please indicate if read, written or spoken.) _____

Driver's License (only complete if required for position):

Do you have a valid driver's license? Yes No

If yes, Driver's License #: _____ (Class: A B C D E) State _____ Exp. Date: _____

4. EDUCATION

School	Print Name, Number and Street, City, State and Zip Code for Each School	No. of Yrs. Completed	Degree	Major Course of Study
High School				
College				
Graduate School				
Trade, Bus., Night or Correspondence				

Honors received: _____

5. REFERENCES - List three individuals, not relatives whom you have known at least one (1) year.

Name and Address	Telephone	Years Known

6 EMPLOYMENT EXPERIENCE - LIST YOUR LAST THREE PREVIOUS EMPLOYERS (most recent first). Account for all time periods including unemployment, self-employment and military service. This section must be completed in full in addition to any attached resume.

Employer	Dates Employed		Immediate Supervisor
	From	To	
Address			
Job Title			Telephone Number
Work Performed			
Reason for Leaving			

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Please provide an explanation for any lapse of employment:

Have you ever been dismissed or forced to resign from employment? Yes No

If yes, please explain: _____

APPLICANT'S STATEMENT, AUTHORIZATION, AND RELEASE

By submitting this application or other documents, I agree to conform to the rules and regulations of the Company, including an Introductory Period (if applicable). I certify that the information provided in this Application for Employment is correct and complete. I authorize the investigation of this information and give permission for the Company, or their designated representatives to contact schools, previous employers, personal references and others to verify the data I have supplied. I release and indemnify the Company from any claims or liability resulting from such inquiry. In addition, I release the schools, my previous employers, and other individuals from all liability as a result of responding to such inquiries. I understand that my misrepresentation, omission of fact(s), or incomplete information may disqualify me for employment with the Company. In addition, if I am employed by the Company, any discovery of misrepresentation or omission of fact(s) on this Application for Employment following my employment may result in discipline up to and including termination.

I understand and agree as a condition of employment that I will be required to take a drug and/or alcohol test as per Company Policy and that I have read or will read the Drug-Free Workplace Policy that has been provided to me with this Application for Employment.

I understand that employment with the Company is for no guaranteed period of time and may be terminated by myself, the Company with or without notice. I acknowledge that any promise, policies, business practices, procedures, or documents (including the Company's Employee Handbook) do not constitute an employment contract or modification of the at-will employment relationship between the Company and me.

THE COMPANY'S STATEMENT

The Company complies with the Americans with Disabilities Act of 1990. During the interview process, you may be asked questions regarding your ability to perform job-related responsibilities. If the Company extends an offer of employment to you, you may be required to complete a post-job offer medical history questionnaire and/or undergo a medical examination or drug screening.

The Company is an equal employment opportunity employer. It is the policy of the Company to make employment decisions without regard to race, color, religion, sex, age, national origin disability, sexual orientation, marital status or any other protected category.

Applicants who are accepted for employment with the Company should understand that while every effort is made to provide continuous work, there are no employment contracts and the permanency of any position is not guaranteed.

Disclaimer and Signature

Please read carefully before signing:

The Company is an equal opportunity employer. The Company does not discriminate in employment on account of race, color, religion, national origin, citizenship status, ancestry, age sex (including sexual harassment), sexual orientation, marital status, physical or mental disability, military status or unfavorable discharge from military service.

I understand that neither the completion of this application nor any other part of my Application for Employment establishes any obligation for the Company to hire me. If I am hired, I understand that either the Company or I can terminate my employment at any time and for any reason, with or without cause and without prior notice. I understand that no representative of the Company has the authority to make any assurance to the contrary. I further understand that my employment is conditional upon satisfactorily completing a drug screen and/or background and reference checks.

I attest with my signature below that I have given to the Company true and complete information on this application. No requested information has been concealed. I authorize the Company to contact references provided for employment reference checks. If any information I have provided is untrue, or if I have concealed material information, I understand that this will constitute just cause for the denial of employment or immediate dismissal.

LIMITATION OF CLAIMS: I agree that any action or suit against the company arising out of any employment or termination of employment must be brought within six months of the event giving rise to the claim or be forever barred. I waive any statute of limitations to the contrary.

Signature: _____ Date: _____

FAIR CREDIT REPORTING ACT NOTIFICATION

You are notified that in connection with your application for employment (including contract for services) and/or active employment with the Company, a consumer report and/or investigative report which may contain public record information may be requested and/or made on you. This report may include consumer credit, criminal records, driving records, education history, prior employer verification and other information for the purpose of considering you for employment, promotion, reassignment or retention with the Company.

These reports may include information regarding your career experience along with reasons for termination of past employment, information regarding your character, reputation, personal characteristics and/or mode of living and will be obtained from public or private record sources or through personal interviews. Information may also be requested from various Federal, State, local or other agencies.

Before a consumer and/or investigative report are requested, you will be asked to complete a Disclosure and Consent Form. You will be provided the name and address of the consumer-reporting agency to which the request for information is being made. You will have the right to a complete disclosure of the nature and scope of the investigation and a written summary of your rights under the Fair Credit Reporting Act.

Signature: _____ Date: _____