

Employment Application

TELL US ABOUT YOURSELF							
Last Name		First Name		Middle Initial			
Have you ever worked or attended school under another name that we need to know to verify your records?		YES <input type="checkbox"/> NO <input type="checkbox"/>	If yes, Name				
Current Street Address							
City		County		State		Zip	
Telephone		How long a resident of this area?					
Social Security Number		Do you have a legal right to remain and work permanently in the United States?		YES <input type="checkbox"/>	NO <input type="checkbox"/>		
Are you at least 18 years of age?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If hired you may be required to show legal proof of age.				
Have you ever worked here before?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, dates and reason for leaving: Under what name?		Location?		
EMPLOYMENT AVAILABILITY							
Position Desired				Date You Can Start			
Schedule Preferred	FULLTIME <input type="checkbox"/> PARTTIME <input type="checkbox"/>	Desired Salary					
Please state any days or times you cannot work							
Do you now have or plan to have other employment while employed with ?							
EMPLOYMENT HISTORY							
Employer				Job Title			
Address				Duties			
Phone				Salary			
Dates To / From				Reason for Leaving			
Supervisor Name				May we contact?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	
Employer				Job Title			
Address				Duties			
Phone				Salary			
Dates To / From				Reason for Leaving			
Supervisor Name				May we contact?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	

Employer		Job Title	
Address		Duties	
Phone		Salary	
Dates To / From		Reason for Leaving	
Supervisor Name		May we contact?	YES <input type="checkbox"/> NO <input type="checkbox"/>

TELL US ABOUT YOUR EDUCATION AND TRAINING

	Name & Location of School	Graduated? Y/N	Degree
High School		Y / N	
University/College Undergraduate		Y / N	
University/College Graduate		Y / N	
Trade, Business or Correspondence School		Y / N	
Special Training or Certifications		Y / N	

REFERENCES

Name		Relationship To Reference			
Title		Phone Number		Years Known	
Name		Relationship To Reference			
Title		Phone Number		Years Known	
Name		Relationship To Reference			
Title		Phone Number		Years Known	

PERSONAL INFORMATION

Have you ever been convicted of, pled guilty or no contest to, or received deferred adjudication on a criminal charge?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
If yes, please explain (Dates, Location, Charge)		
Do you have a relative in our employ?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
If yes, Location, Position, and Name		
How were you referred to ?		
Newspaper/Internet Ad	Agency (name) _____	(contact person) _____
Employee referral (name of employee) _____	<input type="checkbox"/> Other (please specify) _____	
In case of emergency notify	Name _____	Phone _____

Notice to applicants as required by the Fair Credit Reporting Act

In connection with your employment application, an investigative consumer report for the purpose of evaluating your suitability for employment will be made. If a decision to deny employment is based on information in a credit report, you will be notified and given the name and address of the credit bureau making the report.

Agreement

Please read carefully before signing:

This Company is an equal opportunity employer, and selects individuals best matched for the job based upon job-related qualifications regardless of race, religion, color, creed, sex, national origin, age, disability, or any other status or characteristic protected by law.

I understand that completion of this application does not indicate that there are any positions open and does not in any way obligate this company to hire me or offer me a job. In the processing of my employment application, an investigation may be conducted whereby information and references will be requested from former employers. Permission is hereby granted to any school, person, firm, or corporation, whether my former employer or otherwise, to give this Company any relevant information that may be required by the necessary Company to arrive at an employment decision and I hereby release this Company, its officers, employees, representatives, or agents, from any and all liability and/or damage incurred by myself in accessing or using such information.

I understand that as a matter of Company policy, my employment and compensations shall only continue so long as mutually agreeable, and may be terminated by the Company or me without cause or advance notice. No manual, policy or statement by any Company representative (other than a formal agreement signed by the company and me) is to be considered a contract of employment, whether express or implied, for any specific period of time or upon any continuing term.

This Company reserves the right to use any method of investigation which, in its sole discretion it deems reasonable and necessary to determine whether any employee has engaged in conduct warranting disciplinary action. As a condition of employment, if hired, I agree to cooperate in any such investigation. As a condition of my employment, I voluntarily agree to cooperate in consenting and submitting to any urine or blood tests requested by the Company, to enforce its drug and alcohol policy, as well as any searches of my person or property while employed by the Company, and I recognize that refusal to cooperate in such tests or searches would be grounds for discipline, including termination.

I understand that if hired, my employment may be terminated by the Company due to any misrepresentation, misinformation or inaccuracy of the statements contained on the Application for Employment. I authorize the Company to investigate all statements contained in this application for accuracy and completeness, and to obtain any transcripts, records, or documents pertaining to my background and business experience, as required by the Company. If hired, I agree to conform to the rules and regulations of this Company as issued from time to time, - I also attest that I am authorized to work in the United States. I understand this application will remain active for thirty (30) days, and if I have not been hired by that date, I must renew my application to be considered for future employment.

Signature _____

Date