



Application for Employment

Equal Opportunity Employer

Please complete this form in its entirety.

Personal Information

Name (Last, First) _____
Date of Birth: _____ Social Security Number: _____
Present Address: _____
Mailing Address: _____
Permanent Address: _____
Phone Number: _____ Referred By: _____

Employment Desired

Position: _____ Date You Can Start: _____
Desired Pay Rate: _____
Are you currently employed? ☐ Yes ☐ No
If so, may we inquire of your present employer? ☐ Yes ☐ No
Have you ever applied to this company before? ☐ Yes ☐ No
• Where: _____ When: _____

Education History

High School: _____
• Years attended: _____
• Did you graduate? _____
College: _____
• Years attended: _____
• Did you graduate? _____
Trade, Business, or Correspondence School: _____
• Years attended: _____
• Did you graduate? _____

General Information

Subject of special study/research work: _____
Special Training: _____
Special Skills: _____
U.S. Military or Naval Service: _____ Rank: _____

Employers (list below last four employers, starting with the most recent)



1. Name & Address of Employer:

Salary: _____ Position: _____
Reason for leaving: _____
Dates of Employment: _____
Supervisor: _____ Phone Number: _____

2. Name & Address of Employer:

Salary: _____ Position: _____
Reason for leaving: _____
Dates of Employment: _____
Supervisor: _____ Phone Number: _____

3. Name & Address of Employer:

Salary: _____ Position: _____
Reason for leaving: _____
Dates of Employment: _____
Supervisor: _____ Phone Number: _____

4. Name & Address of Employer:

Salary: _____ Position: _____
Reason for leaving: _____
Dates of Employment: _____
Supervisor: _____ Phone Number: _____

References

(give below the names of three persons not related to you, whom you have known at least one year that can verify your ability and skills to the position you are applying for)

1. Name: _____	Phone Number: _____
Years known: _____	Relation: _____
2. Name: _____	Phone Number: _____
Years known: _____	Relation: _____
3. Name: _____	Phone Number: _____
Years known: _____	Relation: _____

"I certify that the facts contained in this application are true and complete to the best of my knowledge and understand that, if employed, falsified statements on this application shall be ground for dismissal.



I authorize investigation of all statements contained herein and the references and employers listed above to give you any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise, and release the company fro all liability for any damage that may result from utilization of such information.

I also understand and agree that no representative of the company has any authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the foregoing, unless it is in writing and signed by an authorized company representative.

This waiver does not permit the release or use of disability-related or medical information in a manner prohibited by the Americans with Disabilities (ADA) and other relevant federal and state laws.

I understand that a consumer credit report or criminal records check may be necessary prior to my employment. If such reports are required, I understand that, in compliance with federal law, the company will provide me with a written notice regarding the use of these reports and will also obtain a separate written authorization from me to consent to these reports. I also understand that a poor credit history or conviction will not automatically result in disqualification from employment."

In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification documents and employment paperwork upon hire.

Signature: _____ Date: _____

Management Comments:

Neatness: _____

Character: _____

Personality: _____

Ability: _____

Hired: _____ Position: _____

Pay Rate: _____

Approved:

Manager/Owner: _____

Date: _____