

# EMPLOYMENT APPLICATION

**Must be filled out completely**

*We are an Equal Opportunity Employer. All applicants are considered without regard to race, color, religion, disability, sex, national origin, age (for those age 40 or over), or any other basis protected by federal, state, or local law. This employment application is only active for 30 days. After this time period a separate employment application must be submitted in order to be considered for employment.*

## Personal

**Please Print Clearly**

**Date:** \_\_\_\_\_

Social Security Number \_\_\_\_\_

First Name \_\_\_\_\_ Middle \_\_\_\_\_ Last \_\_\_\_\_

Street Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_ Phone \_\_\_\_\_

How did you find out about this job? Newspaper Referral Other \_\_\_\_\_

If hired, do you have a reliable means of transportation to get to work? Yes No What is it? \_\_\_\_\_

Minimum salary expected \_\_\_\_\_ Are you at least 18 years old? Yes No

Driver's License No. \_\_\_\_\_ State Issued \_\_\_\_\_ Expiration Date \_\_\_\_\_

Are you legally eligible for employment in the U.S.? Yes No (Proof will be required if hired.)

Have you been convicted of a felony in the last seven years? Yes No Are you currently on parole? Yes No

Are you currently awaiting trial? Yes No Are you currently on deferred adjudication? Yes No

If you answered yes to any of the previous questions, state the nature of the offense and disposition of the case. Include dates and places. (Note: Felony convictions or the existence of a criminal record do not constitute an automatic bar to employment.)

\_\_\_\_\_

## Education

<b>Elementary</b> 1 2 3 4 5 6 7 8	<b>Secondary</b> 9 10 11 12 G.E.D.	<b>College</b> 1 2 3 4 5 6 7 8
Name of School: _____	Name of School _____	Name of School _____
Location of School _____	Location of School _____	Location of School _____
If currently in high school, are you enrolled in a recognized co-op program? Yes No		Degree & Major _____ Minor _____
If yes, identify program and school: _____		

## Military Service

Are you a veteran? Yes No If yes, give dates of service: From \_\_\_\_\_ To \_\_\_\_\_

List any special skills or training: \_\_\_\_\_

## Employment Data

Are you seeking:    Temporary            Full-time            Part-time

What position(s) are you applying for? \_\_\_\_\_

What hours and shift(s) would you prefer to work? \_\_\_\_\_

What hours and shift(s) would you prefer not to work? \_\_\_\_\_

Please indicate any shift(s) you would not be available to work \_\_\_\_\_

Are you willing to work overtime?    Yes    No                    Weekends?    Yes    No                    Holidays?    Yes    No

Are you currently employed?    Yes    No            If hired, when would you be able to start? \_\_\_\_\_

Have you ever worked for this organization before?    Yes    No    If yes, name used: \_\_\_\_\_

List any friends or relatives employed by this company: \_\_\_\_\_

Are you on layoff and subject to recall?            Yes    No

Have you ever been discharged or asked to resign from any position?    Yes    No    If yes, please describe: \_\_\_\_\_

\_\_\_\_\_

How many days have you missed from work within the last year other than approved vacation, sick, or disability leave? \_\_\_\_\_ Please describe \_\_\_\_\_

How many days have you been late to work within the last year other than approved vacation, sick, or disability leave? \_\_\_\_\_ Please describe \_\_\_\_\_

If applicable, please refer to the attached job description for the position for which you are applying. Are you able to perform all these tasks with or without reasonable accommodation?    Yes    No

Please describe which tasks, if any, you will need an accommodation to perform, and explain what type of accommodation you will need \_\_\_\_\_

## Work History            Please list your last four employers. Begin with the most recent.

Company #1 \_\_\_\_\_ Phone No. with Area Code ( \_\_\_\_\_ ) \_\_\_\_\_

Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_

Dates of Employment: From \_\_\_\_\_ To \_\_\_\_\_ Salary: Begin \_\_\_\_\_ End \_\_\_\_\_

Job Title \_\_\_\_\_ Supervisor Name & Title \_\_\_\_\_

Describe duties briefly: \_\_\_\_\_

Specific reason for leaving: \_\_\_\_\_

Company #2 \_\_\_\_\_ Phone No. with Area Code ( \_\_\_\_\_ ) \_\_\_\_\_

Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_

Dates of Employment: From \_\_\_\_\_ To \_\_\_\_\_ Salary: Begin \_\_\_\_\_ End \_\_\_\_\_

Job Title \_\_\_\_\_ Supervisor Name & Title \_\_\_\_\_

Describe duties briefly: \_\_\_\_\_

Specific reason for leaving: \_\_\_\_\_

Company #3 \_\_\_\_\_ Phone No. with Area Code ( \_\_\_\_\_ ) \_\_\_\_\_

Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_

Dates of Employment: From \_\_\_\_\_ To \_\_\_\_\_ Salary: Begin \_\_\_\_\_ End \_\_\_\_\_

Job Title \_\_\_\_\_ Supervisor Name & Title \_\_\_\_\_

Describe duties briefly: \_\_\_\_\_

Specific reason for leaving: \_\_\_\_\_

Company #4 \_\_\_\_\_ Phone No. with Area Code ( \_\_\_\_\_ ) \_\_\_\_\_

Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_

Dates of Employment: From \_\_\_\_\_ To \_\_\_\_\_ Salary: Begin \_\_\_\_\_ End \_\_\_\_\_

Job Title \_\_\_\_\_ Supervisor Name & Title \_\_\_\_\_

Describe duties briefly: \_\_\_\_\_

Specific reason for leaving: \_\_\_\_\_

How many jobs have you had in the last five years not listed above? \_\_\_\_\_

**May we contact all of the employers listed above?**      Yes      No      If not, tell us which one(s) you do not wish

us to contact and why \_\_\_\_\_

Please describe your activities during a typical day at your current job. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Of all of these jobs, which did you enjoy the most? Why? The least? Why?

Most: \_\_\_\_\_

Least: \_\_\_\_\_

Why are you seeking a new position at this time? \_\_\_\_\_

List any business-related outside interests and organizations you are active in:

Tell us what you think of the saying, "The customer is always right."

What distinguishes a good employee from an average one?

What would you do if you suspected a co-worker was stealing from the company? \_\_\_\_\_

Describe a time you took it upon yourself to make an area safer for the people who worked or lived there. What was the situation? What did you do?

**PLEASE READ THE FOLLOWING CAREFULLY, THEN SIGN AND DATE THE APPLICATION.**

I authorize this company to make an investigation of all information contained in this employment application and I release from liability all companies and corporations supplying such information. I understand any false answers, statements, or implications made by me on this application or other required documents shall be considered sufficient cause for denial of employment or discharge. Upon termination of my employment for whatever reason, I release this company from all liability for supplying any information concerning my employment to any potential employer. I authorize this company, if applicable, to request a copy of my credit report, motor vehicle driving record, and any other investigative report deemed necessary through various third party sources. As required by law, upon request, within a reasonable period of time, I will be notified as to the nature and scope of such investigations. I hereby agree to submit to any drug/ alcohol test required of me, whether prior to my employment or if employed by this company at any time thereafter. I understand and expressly agree that if employed by the company, storage areas provided for me (locker, desk, etc.) are open to investigation or search by the company without any prior notice to me. I further understand this is an application for employment and that no employment contract is being offered. I understand that if I am employed, such employment is for an indefinite period of time and the company may change wages, benefits, and conditions at any time. My employment is at will. No individual with the company is authorized to change the employment-at-will status except an officer of the company, who may do so only in writing. I have read and understand the above.

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

***Check over the foregoing application, making sure it is complete and signed.***