

EMPLOYMENT APPLICATION FORM

EQUAL EMPLOYMENT OPPORTUNITY

_____ is an Equal Opportunity Employer. We do not discriminate against qualified applicants based upon any protected group status, including but not limited to race, color, creed, religion, gender, national origin, ancestry, age, marital status, military or veteran status, sexual orientation, physical or mental disability or medical condition as defined by applicable equal opportunity laws.

DISCLAIMERS

We are glad you are interested in joining our team. Please read the following statements carefully before you agree and submit this application.

In considering your application for employment, we may verify the information set forth on this application and obtain additional information related to your background.

We offer reasonable accommodations in the hiring and employment process for individuals with disabilities. If you need assistance in the application or hiring process to accommodate a disability, you may request an accommodation at any time.

NOTE TO CANDIDATE

This application will be considered active for 60 days. If you have not been hired within 60 days of submitting this application and you wish to be considered for employment, you must complete a new application.

PERSONAL INFORMATION

Candidate's Name: _____
Last First Middle

Address: _____
Street City State Zip

Home Telephone Number: _____ Mobile Telephone Number: _____

Email Address (optional): _____

Are you 18 years or older? Yes No Are you legally authorized to work in the U.S.? Yes No

If hired, can you submit documentation verifying your identity and your legal right to work in the U.S. within 3 business days of when you begin work for pay? Yes No

If offered the position, would you be willing to allow us to do a criminal background check?

Yes No

POSITION/AVAILABILITY

Position Sought: _____

Available Start Date: _____ Which do you prefer? Full-time Part-time

Days/hours available:

Monday From: _____ To: _____

Tuesday From: _____ To: _____

Wednesday From: _____ To: _____

Thursday From: _____ To: _____

Friday From: _____ To: _____

Saturday From: _____ To: _____

Sunday From: _____ To: _____

Are you available to work:

Weekends* Yes No

Holidays* Yes No

Nights* Yes No

*If required for the position for which you're applying.

Are you available to work overtime? Yes No

Total hours per week desired: _____

EDUCATION

	Name and Location	Graduated? Degree?	Major Subject of Study
High School		<input type="checkbox"/> Yes <input type="checkbox"/> No Degree: _____	
Technical School		<input type="checkbox"/> Yes <input type="checkbox"/> No Degree: _____	
College or University		<input type="checkbox"/> Yes <input type="checkbox"/> No Degree: _____	
Postgraduate School		<input type="checkbox"/> Yes <input type="checkbox"/> No Degree: _____	
Other Education		<input type="checkbox"/> Yes <input type="checkbox"/> No Degree: _____	

Do you have any licenses, certifications, or other credentials from any governmental agency to work in the position for which you have applied? Yes No

If Yes, please list all such credentials you possess: _____

MILITARY EXPERIENCE

Have you served in the U.S. military? Yes No

If Yes, please describe any relevant skills acquired while serving in the U.S. military. _____

EMPLOYMENT HISTORY

Please list all previous employment, beginning with the most recent. If you need more room, you may attach additional sheets of paper.

Employer:	Position Held:	Reason for Leaving:	
Supervisor's Name and Title:		May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No	Contact Info
Description of Duties:			

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Supervisor's Name and Title:		May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No	Contact Info
Description of Duties:			

Have you previously been employed with us? Yes No

If so, from _____ to _____ .

Reason(s) for leaving: _____

How did you learn about this opening? _____

If you have any additional documents to support your application, including but not limited to a resume, you may attach those documents to this application.

ACKNOWLEDGEMENT AND AUTHORIZATION

I certify that the information contained in this application is true and complete. I attest to the fact that the answers given by me are correct to the best of my knowledge and ability. I certify that I have not knowingly withheld any information that might affect my chances for hiring.

I understand that any false information or omission (including any misstatement) on this application or on any document used to secure this employment can be grounds for rejection of my application or, if I am employed, can be grounds for my immediate termination.

I authorize _____ to check and verify any and all information listed above, including but not limited to my references, record of employment, education record, and any other information I have provided. Unless otherwise noted, I authorize the references I have listed to disclose any information related to my work record and my professional experiences with them without giving me prior notice of such disclosure. I release the company, my former employers, and all other persons and entities from any and all claims, demands, or liabilities arising out of or in any way related to such examination or revelation.

I understand that this application is not a contract, offer or promise of employment and that if hired, I will be an at-will employee. As such, I will be able to resign at any time for any reason. Likewise, my employment can be terminated at any time with or without cause, unless otherwise required by law. I further understand that no one other than _____ has the authority to enter into an employment contract or agreement with me and that my at-will employment can be changed only by a written agreement.

Candidate's Signature

Date