



EMPLOYMENT APPLICATION

APPLICANT INFORMATION			
Last Name	First	M.I.	Date
Mailing Address		Apartment/Unit #	
City	State	ZIP	
Phone	E-mail Address		
Date Available			
Position Applied for			
Do you have the legal right to work in the U.S. YES <input type="checkbox"/> NO <input type="checkbox"/>			
Are you under the age of 18? YES <input type="checkbox"/> NO <input type="checkbox"/>			
Have you ever worked for this company? YES <input type="checkbox"/> NO <input type="checkbox"/> If so, when?			
Are you related to anyone at this company? YES <input type="checkbox"/> NO <input type="checkbox"/> If so, who?			
How did you hear about this position? _____			
The position you are applying for may have language requirements.			
Can you read in English? Yes _____ No _____ Can you write in the English language Yes _____ No _____			
Can you speak in English? Yes _____ No _____			

EDUCATION			
High School		Address	
From	To	Did you graduate? YES <input type="checkbox"/> NO <input type="checkbox"/>	Degree
College		Address	
From	To	Did you graduate? YES <input type="checkbox"/> NO <input type="checkbox"/>	Degree
Other		Address	
From	To	Did you graduate? YES <input type="checkbox"/> NO <input type="checkbox"/>	Degree

REFERENCES (PLEASE LIST THREE PROFESSIONAL REFERENCES)	
Name	Relationship
Company	Phone ()
Name	Relationship
Company	Phone ()
Name	Relationship
Company	Phone ()

MILITARY SERVICE	
Branch	From To
Rank at Discharge	Type of Discharge
If other than honorable, explain	

PREVIOUS EMPLOYMENT	
Company	Phone ()
Address	Supervisor
Job Title	
Responsibilities	
From To	Reason for Leaving
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>	
Company	Phone ()
Address	Supervisor
Job Title	
Responsibilities	
From To	Reason for Leaving
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>	
Company	Phone ()
Address	Supervisor
Job Title	
Responsibilities	
From To	Reason for Leaving
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>	

The position you are applying for may require you to have computer experience. Please explain below the different software you have used and your experience level.

_____ Beginner Intermediate Advanced

_____ Beginner Intermediate Advanced

_____ Beginner Intermediate Advanced

DISCLAIMER AND SIGNATURE
<p>I certify that my answers in this application are true and complete to the best of my knowledge. I understand that false or misleading information given in my application, resumes, interview(s) or during the course of my employment may result in withdrawal of a job offer or discipline up to and including termination of employment, whenever the omission or falsehood is discovered.</p> <p>Nothing on this application is intended to create or imply a contractual relationship. If hired, I understand that my employment is "at-will" and may be terminated by me or the company at any time with or without reason.</p> <p>I understand that acceptance for employment shall depend on satisfactory replies from my references and other background checks. In accordance with the provisions of Section 604(b)(2)(A) of the Fair Credit Reporting Act, Public Law 91-508, as amended by the Consumer Credit Reporting Act of 1996 (Title II, Subtitle D, Chapter I, of Public Law 104-208), you are being informed that reports verifying your previous employment, previous drug and alcohol test results, and your driving record may be obtained on you for employment purposes.</p> <p>I authorize any of the persons or organizations listed in my application to give all information concerning my previous employment, education or any other information they might have, personal or otherwise, with regard to any of the subjects covered by this application and release all such parties from all liability that may result from furnishing such information to you. I authorize you to request and receive such information.</p> <p>In the event I receive a job offer, I also understand that I may be subject to a drug test that I must pass before I commence work.</p> <p>I have read, understood and agree to the foregoing.</p> <p>Applicant's Signature: _____ Date: _____</p>

