



Employment Application

Applicant Information

Full Name: _____ Date of Application: _____

Address: _____

Cell Phone: _(____)_____ Home Phone:_(____)_____ E-Mail Address: _____

Date Available: _____ Position Applied for: _____ Desired Rate of Pay _____

Referral Source

- | | |
|-----------------------------------------------|--------------------------------------|
| <input type="radio"/> Walk-In _____ | <input type="radio"/> School _____ |
| <input type="radio"/> Employee _____ | <input type="radio"/> Job Fair _____ |
| <input type="radio"/> Advertisement _____ | <input type="radio"/> Radio _____ |
| <input type="radio"/> Company's Website _____ | <input type="radio"/> Facebook _____ |
| <input type="radio"/> Internet _____ | <input type="radio"/> Other _____ |

Are you over the age of 18? _____ Yes No

Have you submitted an application here before? Yes No

If yes, give date(s) and position(s): _____

Have you ever been employed here before? __ Yes No

If yes, give dates: From ___/___/___ To ___/___/___

Are you legally eligible for employment in this country? _____

_____ Yes No

Will you travel if the job requires it? _____ Yes No

Can you work overtime? _____ Yes No

May we contact you at work? _____ Yes No

If yes, work number (_____) _____

Have you entered into an agreement with any former employer or other party (such a noncompetition agreement) that might, in any way, restrict your ability to work for our company? _____ Yes No

If yes, please explain:

Type of employment desired: Full-Time Part-Time
 Internship Seasonal Temporary

Are you able to perform the essential functions of the job for which you are applying (with or without a reasonable accommodation)?

This question is not designed to elicit information about an applicant's disability. Please do not provide information about the existence of a disability, particular accommodation, or whether accommodation is necessary. These issues may be addressed at a later stage to the extent permitted by law.

Yes No

Do you have a valid drivers license? Yes No

Driver's license number _____ State _____

Education

High School: _____ Location: _____

From: _____ To: _____ Did you graduate? Yes No Diploma: _____

College: _____ Location: _____

From: _____ To: _____ Did you Graduate? Yes No Degree: _____

Other: _____ Location: _____

From: _____ To: _____ Did you graduate? Yes No Degree: _____

Previous Employment

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____

Responsibilities: _____

From: _____ To: _____ Reason for leaving: _____

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____

Responsibilities: _____

From: _____ To: _____ Reason for leaving: _____

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____

Responsibilities: _____

From: _____ To: _____ Reason for leaving: _____

References

Please list three professional references.

Full Name _____ Relationship: _____
Company: _____ Phone: _____
Address: _____

Full Name _____ Relationship: _____
Company: _____ Phone: _____
Address: _____

Full Name _____ Relationship: _____
Company: _____ Phone: _____
Address: _____

Applicant Statement

I certify that all information I have provided in order to apply for and secure work with this employer is true, complete and correct.

I expressly authorize, without reservation, the employer, its representatives, employees or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, resume or job interview. I hereby waive any and all rights and claims I may have regarding the employer, its agents, employees or representatives, for seeking, gathering and using truthful and non-defamatory information, in a lawful manner, in the employment process and all other persons, corporations or organizations for furnishing such information about me.

I understand that this employer does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or eliminating any application from consideration for employment on any basis prohibited by applicable local, state or federal law.

I understand that this application remains current for only 30 days. At the conclusion of that time, if I have not heard from the employer and still wish to be considered for employment, it will be necessary for me to reapply and fill out a new application.

If I am hired, I understand that I am free to resign at any time, with or without cause and with or without prior notice, and the employer reserves the same right to terminate me employment at any time, with or without cause and with or without prior notice, except as may be required by law. This application does not constitute an agreement or contract for employment for any specified period of definite duration. I understand that no supervisor or representative of the employer is authorized to make any assurance to the contrary and that no implied oral or written agreements contrary to the foregoing express language are valid unless they are in writing and signed by the employer's president.

I also understand that if I am hired, I will be required to provide proof of identity and legal authorization to work in the United States and that federal immigration laws require me to complete an I-9 Form in this regard.

This Company does not tolerate unlawful discrimination in its employment practices. No question on this application is used for the purpose of limiting or excluding an applicant from consideration for employment on the basis of his or her sex, race, color, religion, national origin, citizenship, age, disability, or any other protected status under applicable federal, state, or local law. This Company likewise does not tolerate harassment based on sex, race, color, religion, national origin, citizenship, age, disability, or any other protected status. Examples of prohibited harassment include, but are not limited to, unwelcome physical contact, offensive gestures, unwelcome comments, jokes, epithets, threats, insults, name-calling, negative stereotyping, possession or display of derogatory pictures or other graphic materials, and any other words or conduct that demean, stigmatize, intimidate, or single out a person because of his/her membership in a protected category. Harassment of our employees is strictly prohibited, whether it is committed by a manager, coworker subordinate, or non-employee (such as a vendor or customer). The company takes all complaints of harassment seriously and all complaints will be investigated promptly and thoroughly.

I understand that any information provided by me that is found to be false, incomplete or misrepresented in any respect, will be sufficient cause to (i) eliminate me from further consideration for employment, or (ii) may result in immediate discharge from the employer's service, whenever it is discovered.

DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE APPLICANT STATEMENT.

I certify that I have read, fully understand and accept all terms of the foregoing Applicant Statement.

Signature of Applicant _____ Date ____/____/____