

# APPLICATION FOR EMPLOYMENT

Prospective employees will receive consideration without regard to race, creed, color, sex, age, national origin, handicap, veteran status, or any condition prescribed by state or local law.

## PERSONAL

Last Name	First	Middle	Date
_____			( ) _____
Street Address _____			Home Telephone _____
_____			( ) _____
City, State, Zip _____			Business Telephone _____

Have you ever applied for employment with us?  Yes  No If yes: Month and Year \_\_\_\_\_

Position Desired \_\_\_\_\_ Desired Pay \_\_\_\_\_

Apart from absence for religious observances are you available for full-time work?  Yes  No

If not, what hours can you work? \_\_\_\_\_

Will you work overtime if asked?  Yes  No

Are you legally eligible for employment in the United States?  Yes  No

Have you been convicted of any crimes in the past ten years, excluding misdemeanors and summary offenses, which have not been annulled, expunged, or sealed by a court?

Yes  No If "Yes", describe in full: \_\_\_\_\_

Other special training or skills relevant to this position? (languages, machine operation, computer skills, etc.)

\_\_\_\_\_

## EDUCATION

List most recent first

Name and Location of School	Course of Study	Level Completed
_____	_____	_____
_____	_____	_____
_____	_____	_____

## Employment

Please give accurate, complete full-time and part-time employment record. Start with your present or most recent employer

1. \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_ ( ) \_\_\_\_\_  
Company Name Telephone

State Job Title and Describe Your Work \_\_\_\_\_

2. \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_ ( ) \_\_\_\_\_  
Company Name Telephone

State Job Title and Describe Your Work \_\_\_\_\_

3. \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_ ( ) \_\_\_\_\_  
Company Name Telephone

State Job Title and Describe Your Work \_\_\_\_\_

**REFERENCES**  
**(Please provide name and phone number)**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

**MILITARY**

Did you serve or are you now serving in the U.S. Armed Forces? [ ] Yes [ ] No

If "Yes", in what branch? \_\_\_\_\_

**ADDITIONAL INFORMATION**

Please list membership in professional and civic organizations, special accomplishments, awards, etc. or any other experience which would enable you to do this job

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**APPLICANT'S SIGNATURE**

**Please read and understand this statement before signing your application:**

The information I have provided in this Application for Employment is true, correct, and complete. False, incomplete, or misrepresented information of any kind will be sufficient cause for my application to be rejected or, if discovered after I am employed, cause for immediate termination of my employment.

I authorize the employer to contact and obtain information about me from previous employers, educational institutions, and "references" I provided, and any other party necessary to verify the accuracy of information I disclosed in this application, a related employment resume, or a personal interview. To assist in the processing of my application, I waive all rights and claims I may otherwise have against the employer or its representatives, for seeking, and using information to evaluate my employment request.

This application will expire in 30 days. After that date, unless otherwise notified, I understand that my status as an applicant will end. I may re-apply for employment in the future by completing a new application.

This application is not an employment agreement. If I accept an offer of employment I understand it is "at-will" and I may resign at any time, and/or the employer may terminate my employment at any time, with or without cause and without prior notice, unless required by law. I understand any change to this "at-will" employment policy would have to be in writing and signed by an executive officer of the employer, duly authorized to enter into such employment agreements on behalf of the employer.

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I fully understand and accept all terms and conditions in the above statement

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**Signature**

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**Printed Name**

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**Date**