

## APPLICATION FOR EMPLOYMENT

**Please Answer All Questions. Resumes Are Not A Substitute For A Completed Application.**

TO APPLICANT: We appreciate your interest in working for us and assure you that we are interested in your qualifications. A clear and full understanding of your background and work history will aid us in placing you in a position that best meets your qualifications.

Applicants will be considered without discrimination because of race, color, religion, sex, national origin, ancestry, citizenship, age, physical or mental disability, veteran or military status, genetic information, pregnancy, or any other category protected by applicable law. Reasonable accommodations will be provided to qualified individuals with disabilities in accordance with the Americans with Disabilities Act (ADA) and applicable state and local laws.

Please clearly print all responses.

### POSITION APPLIED FOR

#### APPLICANT INFORMATION

|  |                              |                             |       |                              |                             |
|--|------------------------------|-----------------------------|-------|------------------------------|-----------------------------|
| Last Name  |                              | First Name                  |       | M.I.                         |                             |
| Current Address  |                              |                             |       | Apartment/Unit #             |                             |
| City   |                              | State                       |       | ZIP                          |                             |
| How Long Here?   |                              | Phone                       | ( )   |                              |                             |
| Are you legally eligible for employment in the United States?  | YES <input type="checkbox"/> | NO <input type="checkbox"/> | Email |                              |                             |
| Are you seeking Full or Part-time work?  | What Shift?                  |                             |       |                              |                             |
| When are you available to begin work?  | Desired Salary               |                             | \$    |                              |                             |
| Can you perform in a reasonable and safe manner the activities involved in the position for which you have applied?                  |                              |                             |       | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| List your computer, foreign language skills and work experience which you feel qualifies you for the job for which you are applying: |                              |                             |       |                              |                             |
|  |                              |                             |       |                              |                             |
|  |                              |                             |       |                              |                             |
| If a license is required for the position for which you are applying (driver's or other), please list the following:                 |                              |                             |       |                              |                             |
| License Number:  |                              | State of Issuance:          |       | License Type:                |                             |

#### EDUCATION

|                 | School Name and Location | Course of Study | Graduate?  | # of Years | Degree/Diploma |
|-----------------|--------------------------|-----------------|--|------------|----------------|
| High School     |                          |                 | YES <input type="checkbox"/> NO <input type="checkbox"/> |            |                |
| College         |                          |                 | YES <input type="checkbox"/> NO <input type="checkbox"/> |            |                |
| College         |                          |                 | YES <input type="checkbox"/> NO <input type="checkbox"/> |            |                |
| Bus./Tech/Trade |                          |                 | YES <input type="checkbox"/> NO <input type="checkbox"/> |            |                |

#### PREVIOUS EMPLOYMENT

**LIST BELOW ALL PRESENT & PAST EMPLOYMENT BEGINNING WITH MOST RECENT**

|                        |            |          |
|------------------------|------------|----------|
| Company                | Phone ( )  |          |
| Address                | Supervisor |          |
| Job Title              | Start Date | End Date |
| Responsibilities       |            |          |
| Reason for Leaving     |            |          |
| Describe Business Type |            |          |

|                           |            |                |  |
|---------------------------|------------|----------------|--|
| Previous Employment cont. |            |                |  |
| Company                   |            | Phone (      ) |  |
| Address                   |            | Supervisor     |  |
| Job Title                 | Start Date | End Date       |  |
| Responsibilities          |            |                |  |
| Reason for Leaving        |            |                |  |
| Describe Business Type    |            |                |  |
|                           |            |                |  |
| Company                   |            | Phone (      ) |  |
| Address                   |            | Supervisor     |  |
| Job Title                 | Start Date | End Date       |  |
| Responsibilities          |            |                |  |
| Reason for Leaving        |            |                |  |
| Describe Business Type    |            |                |  |

I certify that all the information on this application, my resume, and all supporting documents is correct, and I understand that any misrepresentation or omission of any information may result in disqualification from consideration for employment or, if employed, my termination.

I understand that this application is not a contract, offer or promise of employment. If hired, I will be able to resign at any time for any reason. Likewise, my employment can be terminated at any time, with or without any reason. I further understand that if hired, my employment is at will.

I authorize the company to which I am applying and its agents to investigate all statements contained in this application and/or my resume. I further understand that a credit and background check may be made including, but not limited to, consumer credit history, driving record, employment, military, education and general public records which will provide information concerning my character, general reputation and mode of living. I hereby authorize my former employers, educational institutions and individuals named to furnish all information pertaining to my work and educational record. I release my former employers, educational institutions, supervisors, co-workers and references from all liability on account of furnishing information to the company and its agents. I further release the company and its agents from any liability as the result of such contacts and in connection with obtaining any credit and background checks. Should a credit report be requested, I understand and agree that a separate authorization form will be utilized, as required by law.

If required by law, a copy of this report will be provided to me. I hereby release from liability the employer and its representative for seeking such information and all other persons, corporations or organizations for furnishing such information.

I understand and agree that, as a condition of employment, I may be required to sign a non-compete agreement and/or a conflict of interest statement.

I understand the company may now have, or may establish, a drug-free workplace or a post-accident drug-testing program. If either has one now or implements one in the future, and I am offered a conditional offer of employment, I agree to work under the conditions requiring a drug-free workplace. I also understand and agree that I may be subject to urinalysis and/or blood screening or other medically recognized tests designed to detect the presence of alcohol and/or drugs as a condition of continued at-will employment, and following any work-related injury as allowed under applicable law. I also agree to undergo random, fitness for duty, return to work, and reasonable suspicion alcohol and drug testing. Refusal to take such tests when asked may result in termination.

I understand that only individuals who are authorized to work in the United States are eligible for hire.

This application is current for only sixty (60) days. At the conclusion of this time, if you have not been contacted and still wish to be considered for employment, it will be necessary for you to complete a new application.

Applicant Signature \_\_\_\_\_

Date \_\_\_\_\_