

# Application for Employment

Applicants are considered for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, or the presence of a non-job related medical condition or handicap

**A BACKGROUND CHECK WILL BE RUN BEFORE YOU ARE HIRED.**

**HIRING IS CONTINGENT ON THE RESULT OF YOUR  
BACKGROUND CHECK**

**Position(s) applied for:** \_\_\_\_\_ **Date of application:** \_\_\_\_\_

**Referral source:**

Walk in: \_\_\_\_\_ Advertisement: \_\_\_\_\_ Relative: \_\_\_\_\_ Friend: \_\_\_\_\_ Referred by: \_\_\_\_\_

Name: \_\_\_\_\_  
Last First Middle

Date of Birth: \_\_\_\_\_ Social Security Number: \_\_\_\_\_

Address: \_\_\_\_\_  
Number Street City State Zip Code

Your Facebook Name/Link: \_\_\_\_\_ Email Address: \_\_\_\_\_

**Telephone Number(s):**

(For consideration, you must have a working number so that we may reach you)

( ) \_\_\_\_\_ ( ) \_\_\_\_\_ ( ) \_\_\_\_\_  
Cell Home Work / Other

Have you filed an application here before? Yes \_\_\_ No \_\_\_ If yes, give date: \_\_\_\_\_

Have you ever been employed here before? Yes \_\_\_ No \_\_\_ If yes, give date: \_\_\_\_\_

Are you currently employed? Yes \_\_\_ No \_\_\_

If yes, may we contact your current employer? Yes \_\_\_ No \_\_\_

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration status? Yes \_\_\_ No \_\_\_

(Proof of citizenship or immigration status will be required upon employment)

On what date would you be available to start work: \_\_\_\_\_

Are you available to work: Full Time \_\_\_ Part Time \_\_\_ Shift Work \_\_\_ Temporary \_\_\_

Please specify hours available for work each day:

Sun / Mon / Tues / Wed / Thurs / Fri / Sat

Are you a veteran of the U.S. military? Yes \_\_\_ No \_\_\_ If yes, which branch? \_\_\_\_\_

Indicate what foreign languages you speak, read, and/or write:

	FLUENTLY	GOOD	FAIR
SPEAK			
READ			
WRITE			

List any professional, trade, business or civic activities and offices held: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

(Please exclude those which indicate race, religion, sex, national origin or sexual orientation)

Give name, address and telephone number of three references who are not related to you and are not previous employers:

Name:                      Relation:                      Address:                      Telephone Number:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Last address:

Number                      Street                      City                      State                      Zip Code

Permanent address:

Number                      Street                      City                      State                      Zip Code

# Employment Experience

Start with your present or last job

<b><u>Employer 1</u></b>	Dates Employed	
Address	month/year    month/year	Work Performed
Job Title	Hourly Rate	
Supervisor	Starting                  Final	
Reason for Leaving		
<b><u>Employer 2</u></b>	Dates Employed	
Address	month/year    month/year	Work Performed
Job Title	Hourly Rate	
Supervisor	Starting                  Final	
Reason for Leaving		
<b><u>Employer 3</u></b>	Dates Employed	
Address	month/year    month/year	Work Performed
Job Title	Hourly Rate	
Supervisor	Starting                  Final	
Reason for Leaving		
<b><u>Employer 4</u></b>	Dates Employed	
Address	month/year    month/year	Work Performed
Job Title	Hourly Rate	
Supervisor	Starting                  Final	
Reason for Leaving		

If you need additional space, please continue on a separate sheet of paper

## Special Skills and Qualifications

Summarize special skills and qualifications acquired from employment or other experience

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# Education

	Elementary	High	College/University	Grad/Professional
School Name				
Years Completed (please circle)	4 5 6 7 8	9 10 11 12	1 2 3 4	1 2 3 4
Diploma/Degree	n/a			
Describe Course of Study				
Describe Specialized Training, Skills, Apprenticeships, and Extra- Curricular Activities				
List any Honors Received:				
State any additional information you feel may be helpful to us in considering your application:				

## Agreement

I certify that answers given herein are true and complete to the best of my knowledge. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. I understand that this application is not intended to be a contract of employment.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand also, that I am required to abide by all rules and regulations of the Company.

\_\_\_\_\_

Signature of applicant

\_\_\_\_\_

Date

### FOR PERSONNEL DEPARTMENT ONLY

Arrange interview? Yes \_\_\_ No \_\_\_ Interviewer: \_\_\_\_\_ Date of Interview: \_\_\_\_\_  
Remarks: \_\_\_\_\_

Employed? Yes \_\_\_ No \_\_\_ Date of Employment: \_\_\_\_\_  
Job Title: \_\_\_\_\_ Hourly Rate/Salary: \_\_\_\_\_ Department: \_\_\_\_\_