# Application for Employment

## PERSONAL INFORMATION (Please clearly print all information)

| | | |
|---|---|---|
| | | Date: |
| Last Name: | First Name: | Middle Name: |
| Street Address: | City, State | Zip Code |

| | | | |
|---|---|---|---|
| Mobile Number: | | Email Address: | |
| Alternate Phone Number: | | | |

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|---|---|
| Upon employment, can you show verification of your legal right to work in the United States? ☐ Yes ☐ No | Are you at least 18 yrs old? ☐ Yes ☐ No |
| Have you ever been convicted of a felony which has not been expunged or sealed by a court? | |

| | | | |
|---|---|---|---|
| What position are you applying for? | | Salary Desired: | |
| How were you referred? ☐ Newspaper ☐ Employment Referral (provide name) ☐ Web Site ☐ Employee Referral ☐ Other (provide information) | | | |
| Have you ever applied for employment with us before? If "Yes", give approx. date and department. ☐ Yes ☐ No | | | |
| Have you ever been employed by us before? If "Yes", give date(s) and department/location(s). ☐ Yes ☐ No | | | |
| Are you acquainted with or related to any employee of our company? If "Yes", identify by name and relationship. ☐ Yes ☐ No | | | |
| Date Available to Start: | | Preferred Shift: | |
| Available to Work: ☐ Full Time ☐ Part Time ☐ Temporary ☐ Seasonal | | Days/Hours Available: | |

## EDUCATION

| SCHOOL NAME | CITY, STATE | MAJOR COURSE OF STUDY | HIGHEST GRADE COMPLETED DIPLOMA/DEGREE |
|---|---|---|---|
| HIGH SCHOOL | | | |
| | | | |
| COLLEGE | | | |
| | | | |
| BUSINESS, TECHNICAL, TRADE SCHOOL | | | |
| | | | |

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| ACTIVITIES, HONORS, OFFICES HELD THAT ARE JOB RELATED (OMIT THOSE WHICH INDICATE RACE, RELIGION, NATIONAL ORIGIN, COLOR, SEX, AGE OR DISABILITY): |
| |
| DESCRIBE OTHER JOB RELATED TRAINING COMPLETED (OMIT THOSE WHICH INDICATE RACE, RELIGION, NATIONAL ORIGIN, COLOR, SEX, AGE OR DISABILITY): |
| |

| BRANCH/DUTY/LOCATION | MILITARY SPECIALTY | HIGHEST RANK | SPECIAL HONORS/SPECIAL TRAINING/ SERVICE SCHOOLS ATTENDED |
|---|---|---|---|
| | | | |

## WORK EXPERIENCE *(begin with most recent position)*

| EMPLOYER: | | ADDRESS: | CITY/STATE: |
|---|---|---|---|
| | | | |
| **PHONE NUMBER:** | **EMAIL ADDRESS:** | **SUPERVISOR / REFERENCE:** | **MAY WE CONTACT:** |
| | | | Yes ☐ No ☐ |
| **DATES EMPLOYED** | | **START RATE OF PAY:** | **FINAL RATE OF PAY:** |
| **FROM:** | **To:** | $ | $ |
| **WORK PERFORMED:** | | | |
| **REASON FOR LEAVING (be specific):** | | | |

| EMPLOYER: | | ADDRESS: | CITY/STATE: |
|---|---|---|---|
| | | | |
| **PHONE NUMBER:** | **EMAIL ADDRESS:** | **SUPERVISOR / REFERENCE:** | **MAY WE CONTACT:** |
| | | | Yes ☐ No ☐ |
| **DATES EMPLOYED** | | **START RATE OF PAY:** | **FINAL RATE OF PAY:** |
| **FROM:** | **To:** | $ | $ |
| **WORK PERFORMED:** | | | |
| **REASON FOR LEAVING (be specific):** | | | |

| EMPLOYER: | | ADDRESS: | CITY/STATE: |
|---|---|---|---|
| | | | |
| **PHONE NUMBER:** | **EMAIL ADDRESS:** | **SUPERVISOR / REFERENCE:** | **MAY WE CONTACT:** |
| | | | Yes ☐ No ☐ |
| **DATES EMPLOYED** | | **START RATE OF PAY:** | **FINAL RATE OF PAY:** |
| **FROM:** | **To:** | $ | $ |
| **WORK PERFORMED:** | | | |
| **REASON FOR LEAVING (be specific):** | | | |

| EMPLOYER: | | ADDRESS: | CITY/STATE: |
|---|---|---|---|
| | | | |
| **PHONE NUMBER:** | **EMAIL ADDRESS:** | **SUPERVISOR / REFERENCE:** | **MAY WE CONTACT:** |
| | | | Yes ☐ No ☐ |
| **DATES EMPLOYED** | | **START RATE OF PAY:** | **FINAL RATE OF PAY:** |
| **FROM:** | **To:** | $ | $ |
| **WORK PERFORMED:** | | | |
| **REASON FOR LEAVING (be specific):** | | | |

| STATE WHETHER YOU HAVE EVER BEEN TERMINATED OR SUSPENDED FROM ANY PREVIOUS EMPLOYMENT AND DESCRIBE THE CIRCUMSTANCES. |
|---|
| |

## OTHER PROFESSIONAL REFERENCES:

| NAME: | COMPANY: | PHONE NUMBER: | EMAIL ADDRESS: |
|---|---|---|---|
| NAME: | COMPANY: | PHONE NUMBER: | EMAIL ADDRESS: |
| NAME: | COMPANY: | PHONE NUMBER: | EMAIL ADDRESS: |
| NAME: | COMPANY: | PHONE NUMBER: | EMAIL ADDRESS: |
| NAME: | COMPANY: | PHONE NUMBER: | EMAIL ADDRESS: |

## SPECIALIZED SKILLS

| WHAT PROFESSIONAL JOB RELATED LICENSES DO YOU HOLD (OMIT THOSE WHICH INDICATE RACE, RELIGION, NATIONAL ORIGIN, COLOR, SEX, AGE OR DISABILITY)? | | |
|---|---|---|
| | | |
| | | |
| **MICROSOFT OFFICE SKILLS** | | |
| ☐ Excel ☐ Word ☐ PowerPoint ☐ Access | Software | Software |

## PERSONAL REFERENCES *Give names of three persons to whom you are not related and by whom you have not been employed. Include teachers or instructors we can contact.*

| Name | Occupation | Phone | Years Known |
|---|---|---|---|
| | | | |

## CONDITIONS FOR EMPLOYMENT:

***Please read the following statements carefully as they constitute conditions for employment.***

1. The information that I have provided on this application is accurate and true to the best of my knowledge.

2. I understand that any misrepresentation or omission of a fact on my application, resume or during the interview or hiring process may result in the refusal of employment, or if employed, immediate termination from employment.

3. The persons, schools, current and prior employers (if approved by me in the Employment History section), and other organizations or employers named in this application are authorized by me to verify the information I have provided and to provide information that maybe requested to arrive are an employment decision. I am willing that a photocopy of this authorization be accepted with the same authority as the original. I hereby waive and release all persons, schools, current and prior employers and other organizations from any liability rising from the disclosure of any of the above information whether in writing or orally, and further waive and release this company from any liability arising from reliance on the aforementioned information or the use, publication, or retention of such information within the context of its applicant review procedures.

4. I will be able, if hired, to certify that I am authorized to work in the United States of America, and understand that in accordance with the Immigration Reform and Control Act that I will be required to provide timely documentation of identity and employment eligibility.

5. In the event that I am employed, I agree to conform to all company rules and regulations. I understand and agree that if I am employed, I shall be employed on an at-•will basis. As an at-•will employee, I understand and agree that either the company or I can terminate our employment relationship at any time for any reason, with or without advance notice and with or without cause. I understand and agree that, although over the course of my employment, other terms and conditions of my employment may change, the at-•will term of my employment will not change. I understand that no one other than the Chief Executive Officer of the company may enter into any agreement with me contrary to the foregoing and that any such contrary agreement must be in writing and signed by the Chief Executive Officer.

6. Although the company makes every effort to accommodate individual preferences, business needs may make the following conditions necessary: Overtime, shift work, a rotating work schedule, or a work schedule that includes Saturday and/or Sunday. I understand and accept these as conditions of my employment.

7. I agree to protect confidential information, trade secrets, and proprietary information of the company, and of the company's vendors, licensers, marketing partners or clients entrusted to the company, and I will not disclose to the company any confidential information of others.

I understand my employment will be contingent upon me signing a more complete confidentiality / nondisclosure agreement.

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| ***Signature*** | | ***Date*** |

Thank you for taking the time to complete our Employment Application.