



Employment Application

This is a drug-free workplace offering equal employment opportunities.

Applications are received and employees are hired without regard to race, creed, color, sex, national origin, physical or mental handicap, disability, veteran's status, citizenship status, or any other protected classes under state, local or county regulations. The receipt of this application does not mean that job opening exist and does not obligate us in any way. We appreciate your interest in our organization.

Your Personal Information

Today's Date _____

Last Name _____ First Name _____ Middle Initial _____

Address _____ City/State _____ Zip Code _____

Email Address _____

Home Phone _____ Cell Phone _____

SSN# _____ DOB _____

Preferred method of contact: [] Home Phone [] Cell Phone [] Email [] Other: _____

Your Work History And Any Employment Gaps

List most recent or current job first. You must include any gaps in employment, with a full explanation and dates for the gaps.

| |
|--|
| Employer _____ |
| Address _____ City/State _____ Zip Code _____ |
| Job Title _____ Phone _____ |
| Dates Employed – From (Mo/Yr) _____ To (Mo/Yr) _____ |
| Hourly Rate, Weekly Salary or Other Weekly Earnings – Starting _____ Final _____ |
| Summary of Work Performed & Job Responsibilities _____ |
| Supervisor's Name _____ [] Resigned or [] Terminated |

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|--|
| Employer _____ |
| Address _____ City/State _____ Zip Code _____ |
| Job Title _____ Phone _____ |
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| Summary of Work Performed & Job Responsibilities _____ |
| Supervisor's Name _____ [<input type="checkbox"/>] Resigned or [<input type="checkbox"/>] Terminated |

Tell Us About Yourself

You must answer EVERY question on this application. If a question does not apply, put "N/A".

What position are you applying for? _____

What is your salary expectation? \$ _____

When can you start work? (Date) _____

How were you referred to us? _____

Have you completed an application here before? [] Yes [] No

Have you been employed here before? [] Yes [] No

Are you available work [] Full-time [] Part-time [] Temporary

Are there any days or times during the week that you are not available to work? [] Yes [] No

If yes, please list the days/times you are not available to work _____

Can you provide proof that you are over any minimum work age requirement? [] Yes [] No

Are you willing to work overtime? [] Yes [] No

Do you have steady transportation to work? [] Yes [] No

Can you travel, if required? [] Yes [] No

Are you on a layoff and subject to recall? [] Yes [] No

May we contact your present employer? [] Yes [] No

How much time have you lost from work during the past 12 months? _____

Have you ever been terminated or asked to resign from a job? [] Yes [] No

If yes, please explain _____

Are you legally eligible to work in the United States? [] Yes [] No

What three things are most important to you in a job?

1) _____ 2) _____ 3) _____

What three adjectives best describe you?

1) _____ 2) _____ 3) _____

Why do you want to work here? _____

Tell Us About Your Special Skills and Qualifications

List any special skills, training, experience, certifications, or licenses that may be relevant to this position or our company _____

List any professional, trade, business, or civic activities or offices held that would relate to working here

List any foreign languages that you fluently speak, read, and/or write that would relate to working here

List software programs that you are proficient in _____

Your Educational Background

| Schooling | Did you graduate? | Years Completed | Degree Received & Major Subject | Name of School | Location |
|-----------------------------------|--|-----------------|---------------------------------|----------------|----------|
| High School | [<input type="checkbox"/>] yes [<input type="checkbox"/>] no | | | | |
| Trade, Business or correspondence | [<input type="checkbox"/>] yes [<input type="checkbox"/>] no | | | | |
| College | [<input type="checkbox"/>] yes [<input type="checkbox"/>] no | | | | |
| Graduate School | [<input type="checkbox"/>] yes [<input type="checkbox"/>] no | | | | |

Tell Us About Your Driving Record

Necessary for positions that my require use of a personal or company vehicle for work.

Do you hold a valid Driver's License? [] Yes [] No If yes, provide the state _____

Have you been convicted of any moving violation(s) in the last 3 years? [] Yes [] No

If yes, give date(s) and explanation of each _____

Tell Us About Your Past

Have you ever been disciplined or terminated from any job for an act of violence, harassment, discrimination, ethical breach or theft?

[] Yes [] No If yes, explain the circumstances, employer, and date _____

Have you ever been a defendant in civil action for an intentional tort? (e.g. assault, battery, false imprisonment, infliction of emotional distress, tortious interference with a business relationship, defamation, invasion of privacy, fraud and misrepresentation, abuse of process and malicious prosecution or others)

[] Yes [] No If yes, provide an explanation of the nature of the intentional tort, the date of the action, the location, and the disposition or outcome _____

Do you currently have any criminal charges pending against you?

[] Yes [] No If yes, describe the details of the charge(s), the date(s) of the offense(s) (month and year), your age at the time of the offense(s), and the current status of the charge(s) _____

Are you currently wanted by any law enforcement agency?

[] Yes [] No If yes, by what agency and for what act? _____

Tell Us About Any Records

Have you ever been convicted of; received a sentence for; pled nolo contendere (no contest) to; been placed on probation, fined, or entered a pretrial intervention program for; or had adjudication withheld by any judicial or quasi-judicial body for a crime, other than a minor traffic violation? (*Any criminal record not disclosed by you may be considered falsification of this application, which may result in revocation of your employment offer or termination of your employment. Also, in accordance with any state or federal regulations, you may be required to provide copies of any criminal records. Answering "yes" to this question is not an automatic bar to employment.*)

[] Yes [] No If yes, describe the details of the conviction or other disposition of the charge, the date of the offense (month, and year), your age at the time of the offense, and your rehabilitation since the conviction and/or disposition of the offense _____

Non-Compete Agreement

Are you currently subject to a Non-Compete Agreement or Restrictive Covenant that would prohibit you from working at our company in the position for which you are applying? [] Yes [] No

If yes, provide a copy of the agreement and state the name of the company: _____

Agreement and Release

For the purpose of this agreement and release, the organization that has provided you with this application is referred to as “the company,” “this information on this application (even if discovered after employment) or any other employment from may lead to dismissal or denial of employment. You are hereby authorized to make any investigation of my personal history, financial, criminal, credit, and motor vehicle records through any investigative or credit agencies or bureaus of your choice. You are also authorized to administer a personality profile or other pre-employment tests and verify my background. A criminal record or sentence is not an automatic disqualification for employment. I agree to submit to any drug or alcohol testing prior to or after employment, and I agree to submit to a medical evaluation, if required. I consent to the release of any or all medical information or records deemed necessary to determine my capability to perform the essential job functions of the position for which I may hold.

In making this application for employment, I also understand that an investigative consumer report may be made whereby information is obtained through personal interviews with my neighbors, friends, or others with whom I am acquainted. In exchange for the consideration of my employment application by this company, I hereby release and forever discharge this company (including its directors, officers, employees, and agents) and my past and/or present employers (including their directors, officers, employees, and agents) from any liabilities which may result from an investigation of my past and/or present employment or from the disclosure of such information. I authorize the use of any information in this application to verify my statements, and I authorize past employers, doctors, all references, and any other persons to answer all questions asked concerning my ability, character, reputation, and previous employment record. I understand that if my application is accepted that employment with this company at all times is employment “at will.” It is further understood that this “at will” relationship may not be changed by any written document, verbal statements, or by conduct unless an authorized executive of this company specifically acknowledges such change. I further understand that my “at will” employment may be terminated at any time by this company or myself and includes no guarantee, contract, or promise of employment for any specific length of time. I understand that the first 90 days of employment is a new-hire introductory period.

I have read, understand, and by my signature consent to these statements.

Signature of Applicant _____ Date _____