

## EMPLOYMENT APPLICATION FORM

Client Company's Name:			
Applicant Name:			Today's Date:
Address:			Home Phone #:
City:	State:	Zip Code:	Cell Phone #:
Social Security Number:		Email Address:	
Position Applying for 1:	Available Days: <input type="checkbox"/> Sunday <input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday <input type="checkbox"/> Saturday		
Position Applying for 2:	Available Time: <input type="checkbox"/> Regular Office Hours <input type="checkbox"/> Swing Shift <input type="checkbox"/> Graveyard <input type="checkbox"/> No Preference		
Employment Desired: <input type="checkbox"/> Full – Time <input type="checkbox"/> Part – Time <input type="checkbox"/> Any	Are you currently employed? <input type="checkbox"/> Yes <input type="checkbox"/> No	Have you ever been convicted of a felony (a conviction will not necessarily disqualify you)? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Are you legally eligible for employment in the U.S.? <i>Proof of eligibility will be required upon employment</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No	Are you over the age of 18 years old? <i>If no, you may be required to provide authorization</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No

### EDUCATION

Name of High School Attended:		Name of Vocational School Attended:		Name of College Attended:	
Did you graduate?	<input type="checkbox"/> Yes <input type="checkbox"/> No	# Years Completed:	Did you graduate?	# Years Completed:	Did you graduate?
			<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No
Achievements:		Associate's Degree:		Bachelor's Degree:	

Other Schools / Training / Seminars Attended; Course Completed; Month and Year of Attendance:

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### WORK EXPERIENCE

(List your work experience for the last 7 years, beginning with the most current)

<b>EMPLOYER #1</b>				
Employer Name:	Position Held / Title:	Dates:	Starting Salary: \$	Ending Salary: \$
Address (Street, City, State & Zip):			Phone #:	
Reason for Leaving:	May We Contact Your Employer? <input type="checkbox"/> Yes <input type="checkbox"/> No		Supervisor's Name:	
List all jobs held, duties performed, skilled used or learned, advancements/promotions while you worked at this company:				

## WORK EXPERIENCE (cont.)

(List your work experience for the last 7 years, beginning with the most current)

EMPLOYER #2				
Company Name:	Position Held / Title:	Dates:	Starting Salary: \$	Ending Salary: \$
Address (Street, City, State & Zip):			Phone #:	
Reason for Leaving:	May We Contact Your Employer? <input type="checkbox"/> Yes <input type="checkbox"/> No		Supervisor's Name:	
List all jobs held, duties performed, skilled used or learned, advancements/promotions while you worked at this company:				

EMPLOYER #3				
Company Name:	Position Held / Title:	Dates:	Starting Salary: \$	Ending Salary: \$
Address (Street, City, State & Zip):			Phone #:	
Reason for Leaving:	May We Contact Your Employer? <input type="checkbox"/> Yes <input type="checkbox"/> No		Supervisor's Name:	
List all jobs held, duties performed, skilled used or learned, advancements/promotions while you worked at this company:				

## SKILLS

Describe any specialized training, apprenticeships, licenses or skills:

FOR DRIVING POSITIONS ONLY:			
Driver's License #:	State:	Expiration Date:	Have you been convicted of any moving violations within the last 5 years? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes, please provide dates and details below:</i>

## REFERENCES

Company Name:	Name & Position:
Address:	Phone #:
Company Name:	Name & Position:
Address:	Phone #:

## APPLICANT ACKNOWLEDGEMENT & AUTHORIZATION

**PLEASE READ CAREFULLY BEFORE SIGNING**

In exchange for the consideration of my job application with \_\_\_\_\_ (hereinafter called the "Company"), I agree that:

Neither the acceptance of this application nor the subsequent entry into any type of employment relationship, either in the position applied for or any other position, and regardless of the contents of employee handbooks, personnel manuals, benefit plans, policy statements, and the like as they may exist from time to time, or other Company practices, shall serve to create an actual or implied contract of employment, or to confer any right to remain an employee of the Company or otherwise to change in any respect the employment-at-will relationship between it and the undersigned, and that relationship cannot be altered except by a written instrument signed by the President/General Manager of the Company. Both the undersigned and the Company may end the employment relationship at any time, without specified notice or reason. If employed, I understand that the Company may unilaterally change or revise their benefits, policies and procedures and such changes may include reduction in benefits.

I authorize investigation of all statements contained in this application. I understand that the misrepresentation or omission of facts called for is cause for dismissal at any time without previous notice. I hereby give the Company permission to contact schools, previous employers (unless otherwise indicated), references and others, and hereby release the Company from any liability as a result of such contact.

I also understand that 1) the Company has a drug and alcohol policy that may provide for pre-employment testing as well as testing after employment; 2) consent to and compliance with such policy is a condition of my employment; and 3) continued employment is based upon the successful passing of testing under such policy.

I understand that, in connection with the routine processing of my employment application, the Company may request from a consumer reporting agency an investigative consumer report including information as to my credit records, character, general reputation, personal characteristics, and mode of living. Upon written request from me, the Company will provide me with additional information concerning the nature and scope of any such report requested by it, as required by the Fair Credit Reporting Act.

This Company is an equal employment opportunity employer. We adhere to a policy of making employment decisions without regard to race, color, religion, sex, sexual orientation, gender identity or expression, marital status, national origin, citizenship, age, disability, veteran status or any other characteristic protected by applicable federal, state or local laws. We assure you that your opportunity for employment with this Company depends solely on your qualifications.

Thank you for completing this application form and for your interest in our organization.

Signature:	Date:
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