

FOR OFFICE USE ONLY	
Work Location _____	Rate _____
Position _____	Date _____

**APPLICATION FOR EMPLOYMENT**  
(An Equal Opportunity Employer)

We consider applicants for all positions without discrimination because of race, color, religion, sex, national origin, age, disability, or any other legally protected status.

This application will remain active only until currently available positions to which the application relates have been filled.

BASIC INFORMATION: Please print in ink.

Position Applied For		Date of Application	
How Did you Learn About Us?			
<input type="checkbox"/> Advertisement	<input type="checkbox"/> Friend	<input type="checkbox"/> Walk-In	
<input type="checkbox"/> Employment Agency	<input type="checkbox"/> Relative	<input type="checkbox"/> Other _____	
Last Name	First Name	Middle Name	
Address	Number	Street	City State Zip Code
Telephone Number(s)		Social Security Number	

Salary requirements: \_\_\_\_\_ Date Available: \_\_\_\_\_

Have you been convicted of a crime within the last 7 years?  Yes  No  
Conviction will not necessarily disqualify you from employment.

If yes, please explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Are you lawfully authorized to work in the United States?  Yes  No

\*WE ARE AN AT-WILL, EQUAL OPPORTUNITY EMPLOYER\*

EMPLOYMENT HISTORY Start with your present or most recent job and cover your last four jobs. Include any job-related military service assignments, self-employment, summer and part-time jobs.

1	Company	Address		Telephone
Date Employed	From	To	Starting Salary	Leaving Salary
Your Duties:				
Reason for Leaving:				
2	Company	Address		Telephone
Date Employed	From	To	Starting Salary	Leaving Salary
Your Duties:				
Reason for Leaving:				
3	Company	Address		Telephone
Date Employed	From	To	Starting Salary	Leaving Salary
Your Duties:				
Reason for Leaving:				
4	Company	Address		Telephone
Date Employed	From	To	Starting Salary	Leaving Salary
Your Duties:				
Reason for Leaving:				

If presently employed, why do you desire to change your position? \_\_\_\_\_

If you are now employed, may we contact your present employer?  Yes  No

REFERENCES: (not former Employers or Relatives)

Name	Address	Phone Number

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**EDUCATION:**

School	Name and Address of School	Course of Study	Circle Last Year Completed	Did You Graduate?	List Diploma or Degree
High			1 2 3 4	<input type="checkbox"/> Yes <input type="checkbox"/> No	
College			1 2 3 4	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Other (Specify)			1 2 3 4	<input type="checkbox"/> Yes <input type="checkbox"/> No	

If you did not graduate, why did you leave school or college? \_\_\_\_\_  
 \_\_\_\_\_

Are you planning to pursue further studies?  Yes  No  
 Day School  Night School

If so, when and what courses? \_\_\_\_\_  
 \_\_\_\_\_

**INTERESTS:** Use this space below to describe interest in the \_\_\_\_\_ industry and skills and aptitudes that you feel qualify you for a position with our Company. (You may wish to include civic and community activities, professional societies in which you participate, hobbies, sports, special training or skills such as typing, accounting and the like.) If you need more space, please continue on a separate sheet.

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

**ACKNOWLEDGEMENT**

*Please Read Before Signing:*

The facts set forth in my application for employment are true and complete. I understand that if employed, false or misleading statements or omissions on this application may result in dismissal.

***I UNDERSTAND THAT, IF THE COMPANY EMPLOYS ME, EITHER THE COMPANY OR I CAN TERMINATE MY EMPLOYMENT WITH OR WITHOUT CAUSE AT ANY TIME AND FOR ANY OR NO REASON. I also understand that no official of the Company other than the Chief Executive Officer has any authority to enter into an agreement for employment for any specific period of time or to make any agreement contrary to the foregoing.***

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

\_\_\_\_\_  
 Date