

APPLICATION FOR EMPLOYMENT
We Are An Equal Employment Opportunity Employer

PERSONAL INFORMATION

Position Applied For		Date Available	Salary Desired
Last Name	First Name	Middle Initial	E-Mail Address
Current Address	Street	City	State Zip Code
Telephone Number(s) where we can contact you: Home: () Cell: ()		Are you available to work any shift? Yes <input type="checkbox"/> No <input type="checkbox"/>	Will you work overtime? Yes <input type="checkbox"/> No <input type="checkbox"/>
Have you ever been employed with the company before? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please indicate dates of employment, job title, and location:			
How did you learn of this position?			
Are you related to anyone currently employed by the company? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, who?			Applying for: <input type="checkbox"/> FT <input type="checkbox"/> PT Temp Intern
Are you legally authorized to work in the United States? (Proof of citizenship or immigration status will be required upon employment) Yes <input type="checkbox"/> No <input type="checkbox"/>			

EDUCATION

	SCHOOL NAME AND CITY/STATE	DEGREE /DIPLOMA COMPLETED?	CURRICULUM OR MAJOR	TYPE OF DEGREE EARNED
HIGH SCHOOL/GED (SELECT ONE)		Yes <input type="checkbox"/> No <input type="checkbox"/>		
COLLEGE OR UNIVERSITY		Yes <input type="checkbox"/> No <input type="checkbox"/>		
GRADUATE		Yes <input type="checkbox"/> No <input type="checkbox"/>		
OTHER		Yes <input type="checkbox"/> No <input type="checkbox"/>		
CERTIFICATIONS				
Professional Awards, Honors, Offices Held, Scholarships, Professional Associations, Etc.				

ADDITIONAL SKILLS AND QUALIFICATIONS

List any special skills and training not listed above:
List computer experience/training:

MILITARY SERVICE- UNITED STATES ARMED FORCES ONLY

Branch of Service:	Reserve Status:	Dates of Service From: To:
Highest Rank:	Primary Occupation, Special Skills obtained:	

EMPLOYMENT EXPERIENCE

START WITH YOUR CURRENT OR MOST RECENT POSITION. COMPLETE ALL SECTIONS.

EMPLOYMENT DATES (MM/YYYY)	NAME AND CITY/STATE OF EMPLOYER	PHONE NUMBER	DIRECT SUPERVISOR	REASON FOR LEAVING
FROM /				
TO /				

Position Held and short description of duties

Current employer? If current employer, may we contact for references? Yes No

FROM /				
TO /				

Position Held and short description of duties

Eligible for Rehire? Yes No

FROM /				
TO /				

Position Held and short description of duties

Eligible for Rehire? Yes No

FROM /				
TO /				

Position Held and short description of duties

Eligible for Rehire? Yes No

Please list any gaps in employment and reason:

PROFESSIONAL REFERENCES – INCLUDE FORMER SUPERVISORS, COLLEAGUES, OR SCHOOL REFERENCES

Name	Company Name/Job Title	Phone Number and E-Mail	Relationship to You

WE DO NOT DISCRIMINATE AGAINST ANY APPLICANT FOR EMPLOYMENT BECAUSE OF RACE, RELIGION, COLOR, AGE, SEX, SEXUAL ORIENTATION, GENDER IDENTITY, PREGNANCY, MARITAL STATUS, NON-JOB-RELATED DISABILITY, NATIONAL ORIGIN, ANCESTRY, VETERAN'S STATUS OR ANY OTHER LEGALLY PROHIBITED CRITERIA.

PLEASE READ CAREFULLY BEFORE SIGNING FORM

Regardless of whether or not I become employed, I recognize that this application is not and should not be considered a contract of employment. I understand that employment is on an at-will basis, and that my employment may be terminated with or without cause, and without notice at any time.

I understand that any offer of employment is contingent upon my signing and agreeing to abide by the Company's policies.

I authorize the Company to contact any or all of my former employers, or any of the references I have supplied for the purpose of verifying any information I have provided, and/or for the purpose of obtaining any information, whether favorable or unfavorable, about me or my employment.

I authorize and encourage the Company to make whatever inquiries it considers necessary of any person or organization not a consumer reporting agency to verify any information provided in this application to determine my job-related qualifications and abilities. In exchange for the Company's agreement to receive, process, and consider my application for employment, I release the Company and all persons, schools or organizations contacted by the Company from liability for any damages arising out of the Company's verification of the information provided in this application and/or its determination of my job-related qualifications and abilities.

I authorize the Company to conduct a criminal background check and understand that the Company will not deny employment to any applicant solely because a person has been convicted of a crime. The Company however, may consider the nature, date and circumstances of the offenses in making a decision about my employment, should the results present a criminal conviction.

I understand that misrepresentations of any fact written by me in this application can result in denial of employment, retracting an offer previously made or, upon subsequent discovery, immediate termination of employment.

I understand that any offer of employment is also contingent upon my ability to provide the documentation required by the Immigration Reform and Control Act of 1986 to substantiate that I am legally authorized to work in the United States.

If the position I am applying for requires me to drive for Company business I hereby authorize the Company to conduct a motor vehicle records search.

I am able to perform the essential functions, duties and responsibilities of the position I am applying for with or without reasonable accommodations.

I understand that the Company requires a substance abuse test, after a job offer has been made, but prior to the time I begin work for the Company. I understand that no employment offer can be validly tendered by the Company until the satisfactory completion of such tests. I understand that the Company will select the doctor/medical facility and that failure to complete the "consent to post-employment offer substance abuse testing" form will prohibit any consideration of employment with the Company.

Signature of Applicant

Date