



Employment Application

In all our employment practices, including hiring, we're firmly committed to equal opportunity without regard to race, religion, color, sex, age, national origin, citizenship, handicap, or any other basis of discrimination prohibited by applicable local, state, or federal law. No question in this application for the purpose of limiting or excluding any applicant's consideration for employment on such ground.

Please answer all questions. Incomplete applications may not be considered.

DATE: _____

FULL NAME: _____ SS#: _____

PHYSICAL ADDRESS: _____

EMAIL ADDRESS: _____

PHONE NUMBER: _____ BEST TIME TO REACH YOU: _____

WOULD YOU BE KNOWN BY ANY OTHER NAME TO A REFERENCE? _____

IF SO, WHAT NAME? _____

ARE YOU AT LEAST 18 YEARS OF AGE? _____ IF NOT, HOW OLD ARE YOU? _____

SPECIFY POSITION DESIRED: _____

SALARY DESIRED: _____ START DATE: _____

HOW DID YOU HEAR ABOUT THIS POSITION? _____

HAVE YOU EVER APPLIED FOR A POSITION WITH US? _____

HAVE YOU EVER BEEN CONVICTED OF A CRIME (INCLUDING ANY GUILTY OR NO CONTEST PLEA) AND/OR RECEIVED ANY TYPE OF SENTENCE INCLUDING BUT NOT LIMITED TO PROBATION?

(EXAMPLE: ANY MINOR TRAFFIC VIOLATIONS) _____

(A "YES" IS NOT AN AUTOMATIC BAR TO EMPLOYMENT. ALL CIRCUMSTANCES WILL BE

CONSIDERED.) IF YES, PLEASE GIVE ALL DETAILS: _____

EDUCATION	NAME OF SCHOOL	GRADUATED (Y/N)	COURSE/MAJOR
HIGH SCHOOL	_____	_____	_____
COLLEGE	_____	_____	_____
GRADUATE SCHOOL	_____	_____	_____
CERTIFICATIONS	_____	_____	_____

HOURS AVAILABLE TO WORK

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
_____	_____	_____	_____	_____

EMPLOYMENT HISTORY

PLEASE LIST YOUR LAST THREE JOBS (MOST RECENT FIRST).

1. EMPLOYER NAME: _____ PHONE NUMBER: _____

DATES EMPLOYED (MONTH/YEAR) _____ TO (MONTH/YEAR) _____

ADDRESS: _____

JOB TITLE: _____ SALARY: _____ SUPERVISOR: _____

REASON FOR LEAVING: _____

MAY WE CONTACT FOR A REFERENCE? _____ IF NOT, WHY? _____

2. EMPLOYER NAME: _____ PHONE NUMBER: _____

DATES EMPLOYED (MONTH/YEAR) _____ TO (MONTH/YEAR) _____

ADDRESS: _____

JOB TITLE: _____ SALARY: _____ SUPERVISOR: _____

REASON FOR LEAVING: _____

MAY WE CONTACT FOR A REFERENCE? _____ IF NOT, WHY? _____

3. EMPLOYER NAME: _____ PHONE NUMBER: _____

DATES EMPLOYED (MONTH/YEAR) _____ TO (MONTH/YEAR) _____

ADDRESS: _____

JOB TITLE: _____ SALARY: _____ SUPERVISOR: _____

REASON FOR LEAVING: _____

MAY WE CONTACT FOR A REFERENCE? _____ IF NOT, WHY? _____

EXPLAIN ANY GAPS IN EMPLOYMENT: _____

IS THERE ANY REASON THAT YOU WILL NOT BE ABLE TO PERFORM ALL DUTIES OF THE JOB FOR WHICH YOU HAVE APPLIED?

_____ IF YES, GIVE DETAILS: _____

LIST ANY SPECIFIC SKILLS, TRAINING, ETC, WHICH COULD BE BENEFICIAL TO THIS ORGANIZATION: _____

SICK DAYS REQUIRED ANNUALLY: _____ NUMBER OF DAYS WORKED WHILE SICK: _____

HAVE YOU MISSED ANY TIME FROM WORK DUE TO SURGERY, ILLNESS, ACCIDENTS, ETC? _____

WHAT DID YOU LIKE THE MOST ABOUT YOUR LAST 3 JOBS? _____

WHAT DID YOU LIKE THE LEAST ABOUT YOUR LAST 3 JOBS? _____

WHAT IS IT ABOUT THIS JOB THAT INTERESTS YOU? _____

AUTHORIZATION

Please fully read and understand the text below, initial separately each paragraph, and date & sign at the bottom.

_____ 1. I acknowledge and attest that the information on this application is correct and complete to the best of my knowledge. I understand that falsification of any material information on this application or in the interviewing process or in my resume, if I receive a job offer, may be considered sufficient cause for immediate termination. I understand that this application will no longer be active and I will receive no further consideration once the position for which I am applying has been filled.

_____ 2. I authorize this company to research and investigate, through the references I have supplied and any other lawful channels, my employment history, education, skills and any other matter related to my qualifications for the position applied for. Further, I hereby release the company, all my past employers, all my past educational institutions and all other individuals, corporations, partnerships and organizations from any claims, demands, suits and/or liabilities arising from or in any way related to such research, investigation and/or disclosure.

_____ 3. I acknowledge and agree that in order to enable this company to determine whether I possess the skills and other personal qualities necessary to qualify for the position I am applying, the company may engage in a testing and interview process. The tests may include but are not limited to those that measure intelligence, aptitude, personality traits required to meet the requirements of the position, including but not limited to the company's standards of performance, interpersonal relations and competence in the job. Accordingly, I hereby release the company and any and all company employees, representatives, associated testing services and any and all other individuals, corporations, partnerships and organizations from any and all claims, demands, suits and/or liabilities-including but not limited to claims based on any state or federal rights of privacy-arising from or in any way related to such testing and interview process.

_____ 4. I acknowledge and agree that in the event of any claim or dispute that arises from any submissions of this application and that cannot be resolved by initial direct communication between myself and the company, the claim or dispute shall be settled by binding arbitration. The American Arbitration Association (AAA) shall arbitrate such dispute unless another third party arbitrator is agreed upon in writing by both parties. In the event I am hired by the company, then its published policies and procedures for resolution, medication and arbitration of disputes with employees, included but not limited to those stated in the company's employment agreement, shall replace this agreement in arbitration.

_____ 5. I acknowledge and agree that nothing in this application and nothing in communication between me and the company representative or associates during the application, interview and/or testing process is intended to create an offer of employment or a contract of employment between me and the company. I further acknowledge and agree that if hired by the company, nothing in this application and nothing in communication between me and the company representative or associates during the application, interview and/or testing process and nothing in my employment is intended to create or should be construed to create anything other than employment for no definite or determinable period and employment that may terminated by either me or the company at any time, for any reason or no reason at all without prior notice. I further acknowledge and agree that no promises or representations contrary to any of the points made in these five numbered paragraphs are binding on the company unless stated in writing and signed by me and authorized company representative.

Date: _____

Signature: _____

Interviewed By: _____

Date: _____

***** DO NOT WRITE BELOW THIS LINE*****
