

APPLICATION FOR EMPLOYMENT

Please fully and accurately complete each question.
Incomplete applications may not be considered.

Qualified applicants receive equal consideration.
No question is asked for the purpose of excluding
any applicant due to race, color, national origin,
religion, age, sex, disability, or any other factor
prohibited by law or regulation.
AN EQUAL OPPORTUNITY EMPLOYER

PERSONAL IDENTIFICATION

Name _____ Date: _____
Last First Middle
Address _____ Phone: _____
Street City State Zip

WORK PREFERENCE

Position desired: _____ Salary or pay you expect: _____ Date available for work: _____
List job benefits, other than wages, you expect or want in order of importance: (1) _____ (2) _____ (3) _____
Describe your prior experience related to this work: _____
Describe any formal schooling or training related to this work: _____
List any licenses, certificates or professional affiliations you may have: _____
List any special skills you may have (computer, machine operation, etc.): _____
List any hobbies, special interests or sports in which you are involved: _____

FOR DRIVING JOBS ONLY: Do you have a valid drivers license? Yes ___ No ___ Class of License _____ State _____
Have you had your driver's license suspended or revoked in the last three years? Yes ___ No ___
If yes, give details _____

Please write "yes" or "no" in every space provided on the remainder of this page.

AVAILABILITY FOR WORK

Type of work: Part time _____ Full time _____ Temporary or short term _____
Shifts or time of day: Day _____ Afternoon _____ Graveyard _____ Rotating _____
Will you work daily overtime on occasion if necessary? _____ Will you work extra days in the week if necessary? _____
Are you now or do you expect to be engaged in any other business, employment or schooling? _____ Do you have any commitments or agreements with another employer that might affect your employment? _____ Do you have any on-going obligations or other personal commitments that would affect your work schedule? _____

PRESENT EMPLOYMENT

Are you presently employed? _____ Do you have to give advance notice to your present employer? _____
May we contact your present employer for a reference? _____

PERSONAL

If requested, would you be willing to take a drug/alcohol screening exam before and/or after employment as a condition of employment? _____
Are you at least 18 years old? _____ If hired, can you furnish proof that you are authorized to work in the U.S.? _____

PRIOR EVENTS

Have you ever worked for or applied for work at this company before? _____ Have you ever been discharged for cause? _____
Have you ever been refused a surety bond or ever had one cancelled? _____
Have you ever been convicted of any law violation, except a minor traffic violation? (A criminal record does not automatically bar employment) _____
Have you ever been disciplined for absenteeism? _____ Have you ever been disciplined for tardiness? _____

Explanation to answers given above: _____

(OVER)

EDUCATION AND TRAINING

Circle highest grade or years completed

Formal Education 1 2 3 4 5 6 7 8 9 10 11 12

College or other 1 2 3 4 5 6 7

	School Name and Location	Attended from	Attended to	Did you receive Diploma?	Grade Point Average	Major Subject(s)	Special Courses
High School or GED		X	X				
College or University							
Graduate School							
Other Education							

EMPLOYMENT RECORD (Give a complete account of your employment. *Begin on the first line with your present or most recent position and work back.*)

1. Employer _____ Address _____ Phone _____

Main duties _____

From _____ to _____ Starting pay _____ Leaving pay _____ Supervisor _____

What did you like about this job? _____

What did you dislike about this job? _____

Reason for leaving _____

2. Employer _____ Address _____ Phone _____

Main duties _____

From _____ to _____ Starting pay _____ Leaving pay _____ Supervisor _____

What did you like about this job? _____

What did you dislike about this job? _____

Reason for leaving _____

3. Employer _____ Address _____ Phone _____

Main duties _____

From _____ to _____ Starting pay _____ Leaving pay _____ Supervisor _____

What did you like about this job? _____

What did you dislike about this job? _____

Reason for leaving _____

4. Other positions (including periods of military/public service)

EMPLOYER	MAIN DUTIES	FROM	TO	PAY	REASON FOR LEAVING
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

APPLICANT AGREEMENT (*Read carefully before signing.*) All information provided by me is true and correct to the best of my knowledge. I understand omissions or misrepresentations may result in rejection of my application or, if employed, may result in subsequent dismissal. I hereby authorize any former employer, person, school, firm or corporation listed hereon, including this company, to answer any and all questions related to employment and agree to release from liability and hold all persons harmless for giving any and all truthful information within their knowledge or records. I understand this is a preliminary application and not a contract to employ me. Furthermore, in the event I am employed, my employment shall be completely voluntary and may be terminated at will at any time by either myself or the company. I understand that no one other than the company president has authority to enter into any employment agreement to the contrary. I agree to take a job related physical examination or a drug/alcohol test when requested as a condition of employment. I agree to comply with all rules of the company as a condition of employment. In the event the company advances me money or other things of value, I agree to repay the company and also that any amount still owing may be deducted from my final paycheck.

Date _____ Signature of Applicant _____