***APPLICATION FOR EMPLOYMENT***

The Company is an equal opportunity employer and will not discriminate against an applicant or employee on any basis protected by local, Federal and State laws including, but not limited to, sex, race, color, religion, sexual orientation, gender identity or expression, pregnancy, marital status, national origin, citizenship, veteran status, ancestry, age, physical or mental disability, medical condition (cancer-related), genetic characteristic (this includes the perception that a person has any of those characteristics or that the person is associated with a person who has, or is perceived to have, any of those characteristics). Those applicants requiring reasonable accommodation in the application and interview process should notify Human Resources

NAME PHONE - (\_\_\_\_)

*Last First Middle*

ADDRESS EMAIL

*Number Street City State Zip*

JOB FOR WHICH APPLYING

*First Choice (please indicate full or part-time or both) Second Choice Day Shift Night Shift*

## EMPLOYMENT RECORD - PAST TEN YEARS

*list most recent employer first*

# EMPLOYED FROM TO

*Month/Year Month/Year*

**Most Recent Employer**

# COMPANY NAME

# ADDRESS/PHONE

# SUPERVISOR

*Name*

Duties and Responsibilities

Position first held with company Position last held with company Starting salary Salary at termination Reason for leaving company

# EMPLOYED FROM TO

**Previous Employer – #2**

*Month/Year Month/Year*

# COMPANY NAME

# ADDRESS/PHONE

# SUPERVISOR

*Name*

Duties and Responsibilities

Position first held with company Position last held with company Starting salary Salary at termination Reason for leaving company

# EMPLOYED FROM TO

**Previous Employer – #3**

*Month/Year Month/Year*

# COMPANY NAME

# ADDRESS/PHONE

# SUPERVISOR

*Name*

Duties and Responsibilities

Position first held with company Position last held with company Starting salary Salary at termination Reason for leaving company

1. May we contact the employers listed on the previous page? 🞎 yes 🞎 no If no, please list names of those you do  
   not wish us to contact:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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1. Have you ever been discharged from any employment, asked to resign or advised that if you did not resign, your employment would be terminated? 🞎 yes 🞎 no If yes, please explain:

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1. Are you at least 18 years of age or older?

🞎 yes 🞎 no *(Proof of age may be required to comply with child labor laws.)*

1. If hired, can you present evidence of your legal right to work in the United States?

🞎 yes 🞎 no

1. Have you ever been convicted of a criminal offense (felony or serious misdemeanor) within the last 7 years and/or have you been arrested for a crime for which trial is now pending? If yes, please explain:

🞎 yes 🞎 no *(a plea of guilty or no contest must be reported. Do not disclose the following: (1) minor traffic violations; (2) any arrest or detention that did not result in conviction; (3) any conviction for which the record has been judicially expunged, sealed, or dismissed; (4) any misdemeanor conviction for which probation has been completed and the case has been judicially dismissed; (5) any arrest or detention resulting in a referral to, and participation in, a pre or post trial diversion program; and/or (6) convictions for possession of no more than 28.5 grams of marijuana that are more than two years old) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_*

*(Note: A conviction is not an automatic bar to employment. The nature of the offense, date of offense, the surrounding circumstances and relevance of the offense to the position applied for will be considered.)*

1. Have you served in the U.S. Military? 🞎 yes 🞎 no

*If military service provided you with job-related experience, explain:*

1. What did you like best about your previous jobs?
2. What did you like least about your previous jobs?

## Education (Schooling)

1. High school name and location:
2. College or university name and location:
3. Technical, business or trade school name and location:
4. Awards, degrees, certificates, diplomas:
5. State skills, aptitudes, machines, operations, processes, equipment *relating to your work in which you are qualified:*

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## Applicant’s Statement

*I acknowledge and understand that if I am employed, my employment would be “at will” which means “the relationship between employer and the employee may be terminated by either party ‘unilaterally’ at any time, with or without notice, for any reason, or for no reason at all”. Further, I understand that the Company can also demote, transfer, suspend or otherwise discipline an employee at will in its sole and absolute discretion and that there is neither promise nor representation of continued employment, or for continued or indefinite employment at a specific position or rate of pay. I further understand that only the President of the Company has any authority to enter into any agreement contrary to the above “terms of employment” and such an agreement would have to be in writing and signed by the President and me.*

*I understand that if I am offered employment, such offer may be and is conditioned upon the successful completion of a reference check, background investigation, and/or applicable licensure/certification verifications.*

*I also certify that information contained in this application and all other information provided is accurate to the best of my knowledge. I understand that omissions or misrepresentations will be cause for cancellation of this application and, if employed, termination of employment.*

*I authorize current or prior employers (unless excluded above), schools or persons listed in this application to give this company or its agents any and all information concerning my previous employment and I release all parties from all liability from any damage that may result for furnishing the same to this company or its agents.*

*I understand that should a search of public records (including records documenting an indictment, conviction, civil judicial action, tax lien or outstanding judgment) be conducted by internal personnel employed by the Company, I am entitled to copies of any such public records obtained by the Company unless I mark the check box below. If I am not hired as a result of such information, I am entitled to a copy of any such records even though I have checked the box below.*

*□ I waive receipt of a copy of any public record described in the paragraph above.*

*I represent and warrant that I have read and fully understand the foregoing, and that I seek employment under these conditions.*

*Date Applicant’s Signature*

## 8-2013