

APPLICATION FOR EMPLOYMENT

It is our policy to comply with all applicable state and federal laws prohibiting discrimination in employment based on race, age, color, sex, religion, national origin or other protected classification

Name _____ Date _____

Address _____

S.S. # _____ - _____ - _____ Telephone # _____

Are you over 18 years old? ☐ Yes ☐ No

Are you authorized to work in the U.S. on an unrestricted basis? ☐ Yes ☐ No

How did you learn of this opening? _____

Have you worked here before? ☐ Yes ☐ No

Have you been told the essential functions of the job or have you been shown a copy of the job description listing the essential functions of the job? ☐ Yes ☐ No

Can you perform these essential functions with or without reasonable accommodation?
☐ Yes ☐ No

Are there any hours, shifts or days you cannot or will not work? _____

Shift preferred _____ Part-time _____ Full time _____

Are you willing to work overtime as required? ☐ Yes ☐ No

Have you ever been convicted of a felony? ☐ Yes ☐ No (Conviction will not necessarily disqualify an applicant for employment.) If yes, describe conditions:

<u>EDUCATION</u>	<u>NAME & LOCATION OF SCHOOL</u>	<u>YEAR GRADUATED</u>	<u>DIPLOMA/ MAJOR DEGREE</u>
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High School: _____ 

College/Univ: _____

College/Univ: _____

Other Training/Education: _____

In addition to your work history (reverse side), what other experiences, skills or qualifications would especially fit you for work with our company?

Positions

Applied for 1. _____ 2. _____

Wage or salary desired? \$ _____ When can you start? _____

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WORK HISTORY

May we contact your present employer? ___ Yes ___ No

Most Recent Employer

Address

Telephone

Date Started Starting Salary \$ Per Starting Position

Date Left Salary at Leaving \$ Per Position on Leaving

Name and Title of Supervisor

Description of Duties

Reason for Leaving

Previous Employer

Address

Telephone

Date Started Starting Salary \$ Per Starting Position

Date Left Salary at Leaving \$ Per Position on Leaving

Name and Title of Supervisor

Description of Duties

Reason for Leaving

APPLICANTS CERTIFICATION AND AGREEMENT

I certify that the facts set forth in this application for Employment are true and complete to the best of my knowledge; I understand that if I am employed, false statements, commissions or misrepresentations may result in my dismissal. I authorize the company to make an investigation of any of the facts set forth in this application and release from any liability both the Company and those who supply reference information.

Date _____ Applicant's Signature _____