



Application for Non-Exempt Position

Candidate's Name: _____ Date: _____

Address: _____

Telephone Number: _____ Social Security Number: _____

Are you 18 years old or older? _____ Email address: _____

Yes No

Are you either a U.S. citizen or an alien authorized to work in the U.S.?

Yes No

Have you ever worked or attended school under another name? If so, under what name?

Have you ever been convicted of a crime? * Yes No

If yes, give details, including date(s): _____

* A "yes" answer will not automatically disqualify you from employment. We will consider the nature and date of the offense and the job for which you are applying for job-related purposes only, and only to the extent permitted by applicable law.

Position Desired

Position: _____ Start Date Available: _____ Hourly rate Desired: _____

Do you prefer: Full-time Part-time; If part-time, hours per week desired: _____

Hours you are available to work: _____

Days of week you are available to work: _____

Are you able to work:

Weekends* Yes No Holidays* Yes No Nights* Yes No

* if required for the position for which you're applying

Are you available to work overtime? Yes No



Have you previously worked for this company? Yes No

If so, from _____ to _____.

Reason(s) for leaving: _____

Former supervisor(s) at this company: _____

How did you learn about this opening? _____

Education

High School:	Graduated? <input type="checkbox"/> Yes <input type="checkbox"/> No	Course of Study:
Technical School:	Graduated? <input type="checkbox"/> Yes <input type="checkbox"/> No	Course of Study:
College/University:	Graduated? <input type="checkbox"/> Yes <input type="checkbox"/> No	Course of Study:
Other education, training or special skills:		

Can you type? Yes No WPM:

Are you familiar with personal computers? Yes No PC Mac

What computer software/programs are you familiar with?



Work Experience

Please list all previous employment, beginning with the most recent. If you need more room, you may attach another sheet of paper.		
Employer:		Address:
From	to	Position Held:
Supervisor's Name & Title:		Reason for leaving:
Description of Duties:		May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No
Starting Hourly Pay:		Final Hourly Pay:
Employer:		Address:
From	to	Position Held:
Supervisor's Name & Title:		Reason for leaving:
Description of Duties:		May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No
Starting Hourly Pay:		Final Hourly Pay:

Authorization and Acknowledgements

I certify that I have not knowingly withheld any information that might affect my chances for hiring. I attest to the fact that the answers given by me are true and correct to the best of my knowledge and ability. I understand that any omission (including any misstatement) of material fact on this application or on any document used to secure this employment can be grounds for rejection of my application or, if I am employed by this company, can be grounds for my immediate termination from the company. _____ (*Initial*)

I permit the company to check and verify my references, record of employment, education record, and any other information I have provided. Unless otherwise noted, I authorize the references I have listed to disclose any information related to my work record and my professional experiences with them, without giving me prior notice of such disclosure. In addition, I release the company, my former employers and all other persons and entities, from any and all claims, demands or liabilities arising out of or in any way related to such examination or revelation. _____ (*Initial*)

I certify that information contained in this application is true and complete. I understand that false information may be grounds for not hiring me or for immediate termination of employment at any point in the future if I am hired. I authorize the verification of any and all information listed above.

Candidate's Signature

Date

EMPLOYER NOTES:

If you are considering running a background check through a third party company in connection with a hiring decision, it is vitally important that your company complies with the federal Fair Credit Reporting Act (FCRA). Employment background checks are also known as consumer reports. They can include information from a variety of sources, including credit reports and criminal records. The FCRA imposes a number of requirements on employers who wish to investigate applicants for employment through the use of a consumer report, including a number of **very specific notice and disclosure requirements, which are not reflected in this sample employment application.**

Please note that your state may also have very specific requirements for conducting background checks. Some states limit or restrict the use of consumer reports, including arrest and conviction records as well as credit reports, for employment purposes. It is prudent to consult a knowledgeable employment law attorney before conducting any type of background checks on applicants or current employees.

