



# APPLICATION FOR EMPLOYMENT

*We are an equal opportunity employer and consider all applicants for all positions without regard to race, color, religion, sex, national origin, age, marital status, veteran status, disability, sexual orientation, or any other protected trait or characteristic.*

Date of application \_\_\_\_\_ Position Desired \_\_\_\_\_

Pay Expected \_\_\_\_\_ Dates Available \_\_\_\_\_

Type of employment desired?  Full Time  Part Time  Seasonal/Temporary  Internship

Are you available to work all days including weekends, holidays, and all shifts?  Yes  No

*If no, which days and hours are you not able to work?* \_\_\_\_\_

How did you hear about us?  Friend  Craigslist  School  Other \_\_\_\_\_

Do you know someone that work(ed) here?  Yes  No *If yes, who?* \_\_\_\_\_

## PERSONAL

Name \_\_\_\_\_ Social Security Number \_\_\_\_\_  
(Last, First, Middle)

Address \_\_\_\_\_  
Street City State Zip Code

Phone Number \_\_\_\_\_ Email \_\_\_\_\_  
Home Cellular

Are you legal to work in the U.S.?  Yes  No

Have you filed an application with us before?  Yes  No

Do you have reliable transportation that will get you to and from work each day?  Yes  No

Can you do the essential functions of the job?  Yes  No

Are you older than 18?  Yes  No *If not, can you provide working papers?*  Yes  No

Have you ever been convicted of a criminal offense?  Yes  No

*If yes, please explain.* \_\_\_\_\_

# EMPLOYMENT HISTORY

Start with your present or most recent position. Use an additional sheet of paper if needed or attach your resume.

If currently employed, may we contact your present employer?  Yes  No

Employer	Phone	Employed From	To
Address		Supervisor	
		Pay Rate Start	Finish
Job Title & Responsibilities			
Reason For Leaving			
Employer	Phone	Employed From	To
Address		Supervisor	
		Pay Rate Start	Finish
Job Title & Responsibilities			
Reason For Leaving			
Employer	Phone	Employed From	To
Address		Supervisor	
		Pay Rate Start	Finish
Job Title & Responsibilities			
Reason For Leaving			

## MILITARY SERVICE

Did you serve in the U.S. Armed Forces?  Yes  No

If yes, in what branch? \_\_\_\_\_ Rank? \_\_\_\_\_

Date of Discharge \_\_\_\_\_ Did you receive an honorable discharge?  Yes  No

Please describe any special training you received relevant to the position for which you are applying.

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## PROFESSIONAL REFERENCES

Please provide three professional references with whom you've worked. If you do not have three, you may include personal references.

NAME	BUSINESS PHONE	HOW LONG KNOWN	TITLE/RELATIONSHIP

## EDUCATION

NAME & LOCATION OF SCHOOL	COURSE OF STUDY	NO. OF YEARS COMPLETED	DIPLOMA OR DEGREE RECEIVED
High School			
Professional or Trade School			
College			
Graduate Work			

## CERTIFICATION OF INFORMATION

The information provided in this Application for Employment is true, correct, and complete. If employed, any misstatement or omission of fact on this application may result in dismissal. I understand that acceptance of an employment offer does not create a contractual obligation upon the employer to employ me in the future. If you decide to engage an investigative consumer reporting agency to report on my credit and personal history I authorize you to do so. If a report is obtained you must provide, at my request, the name of the agency so I may obtain from them the nature and substance of the information contained in the report.

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Signature of Applicant

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Date