



EQUAL OPPORTUNITY EMPLOYER

Application for Employment

APPLICANT PERSONAL INFORMATION

TODAYS DATE: _____
 Full Name: _____ DOB: _____
 Address: _____ City: _____ State: _____ Zip: _____
 Mobile Phone# _____ Home Phone# _____
 Email: _____ Best way to contact you: _____
 Social Security# _____ Are you a US Citizen? **Y N** If not, are you authorized to work in the US? **Y N**

APPLICANT AVAILABILITY

Position applying for: _____ Date Available: _____
 Days Available: (circle) MONDAY TUESDAY WEDNESDAY THURSDAY FRIDAY SATURDAY or ANY/ALL
 Desired Salary for this position: \$ _____ hourly
 Have you ever applied to this company before? **Y N**
 Have you ever been terminated or asked to resign from a job before? **Y N**
 If yes, please explain _____

EDUCATION

High School _____ City, State _____
 Did you graduate? **Y N** Graduation Year: _____ Diploma or GED? _____
 College/University _____ City, State _____
 Did you graduate? **Y N** Degree/Field of Study: _____
 Trade School _____ City, State _____
 Graduation Date: _____ Please provide a copy of your transcript or diploma.

WORK EXPERIENCE (If additional space is needed, use a second copy of this page.)

Employer: _____ Supervisor's Name: _____
 Address: _____ City, State, Zip _____
 Phone # _____ May we contact this employer for a reference? **Y N**
 Responsibilities: _____
 Reason for Leaving: _____
 Employment Dates: From _____ to _____ Salary at this job: _____

Employer: _____ Supervisor's Name: _____
 Address: _____ City, State, Zip _____
 Phone # _____ May we contact this employer for a reference? **Y N**
 Responsibilities: _____
 Reason for Leaving: _____
 Employment Dates: From _____ to _____ Salary at this job: _____

REFERENCES (Please list at least three persons, not related to you, who have known you for at least a year.)

Name	Phone	Occupation/Business	Known since

Emergency Contact: _____ Phone # _____
 Address: _____ City, State, Zip _____
 Relationship: _____

Application for Employment

I CERTIFY THAT ALL THE INFORMATION SUBMITTED BY ME ON THIS APPLICATION IS TRUE AND COMPLETE, AND I UNDERSTAND THAT IF ANY FALSE INFORMATION, OMISSIONS, OR MISREPRESENTATIONS ARE DISCOVERED, MY APPLICATION MAY BE REJECTED AND, IF I AM EMPLOYED, MY EMPLOYMENT MAY BE TERMINATED AT ANY TIME. I UNDERSTAND THAT AS A PART OF THE APPLICATION PROCESS, THE COMPANY CONDUCTS A CRIMINAL AND CREDIT HISTORY BACKGROUND CHECK. I AGREE AND CONSENT TO THE COMPANY'S USE OF ANY INFORMATION PROVIDED DURING THE APPLICATION PROCESS IN PERFORMING THE CRIMINAL AND CREDIT HISTORY CHECK. IN CONSIDERATION OF MY EMPLOYMENT, I AGREE TO CONFORM TO THE COMPANY'S RULES AND REGULATIONS, AND I AGREE THAT MY EMPLOYMENT AND COMPENSATION CAN BE TERMINATED, WITH OR WITHOUT CAUSE, AND WITH OR WITHOUT NOTICE, AT ANY TIME, AT EITHER MY OR THE COMPANY'S OPTION. I ALSO UNDERSTAND AND AGREE THAT THE TERMS AND CONDITIONS OF MY EMPLOYMENT MAY BE CHANGED, WITH OR WITHOUT CAUSE, AND WITH OR WITHOUT NOTICE, AT ANY TIME BY THE COMPANY. I UNDERSTAND THAT NO COMPANY REPRESENTATIVE, OTHER THAN ITS MANAGING OFFICER, HAS ANY AUTHORITY TO ENTER INTO ANY AGREEMENT FOR EMPLOYMENT FOR ANY SPECIFIC PERIOD OF TIME, OR TO MAKE ANY AGREEMENT CONTRARY TO THE FOREGOING.

APPLICANT (Print Name) _____

SIGNATURE _____ DATE _____

DO NOT WRITE BELOW THIS LINE

INTERVIEWED BY: _____ DATE: _____

REMARKS: _____

NEATNESS/PROFESSIONAL APPEARANCE: _____

ABILITY EXHIBITED IN PRACTICAL ASSESSMENTS: _____

SPECIAL SKILLS: _____

VERIFICATION OF EDUCATION RECEIVED: **Yes** **No**

VERIFICATION OF BLS CERTIFICATION: **Yes** **No**

VERIFICATION OF CURRENT LICENSE: **Yes** **No**

VERIFICATION OF LIABILITY INSURANCE: **Yes** **No**

EXCEPTIONS FOR ANY OF THE ABOVE DOCUMENTATION:

HIRED: **Yes** **No** POSITION: _____

INITIAL SALARY: _____

DATE REPORTING TO WORK: _____

HIRING APPROVAL SIGNATURE: _____