



Employment Application

Answer each question fully & accurately. No action can be taken on this application until you have answered all questions. Use blank paper if you do not have enough room on this application. **PLEASE PRINT**, except for signature on last page of application. In reading and answering the following questions, be aware that none of the questions are intended to imply illegal preferences or discrimination based upon non-job-related information.

Today's Date: _____ Job Applied for: _____

ABOUT YOU

Full Name (First/Middle/Last) _____

Phone Number _____ Email _____

Current Address _____ City _____ State _____ Zip Code _____

What kind of employment are you seeking? Full-Time ☐ Part-Time ☐ Temporary ☐

When could you start? _____ Are you 18 years of age or older? Yes ☐ No ☐
(If you are hired, you may be required to submit proof of age)

If hired, can you furnish proof you are eligible to work in the U.S.? Yes ☐ No ☐

Have you ever applied here before? Yes ☐ No ☐ If yes, when? _____

Were you ever employed here? Yes ☐ No ☐ If yes, when? _____

If employed, do you expect to be engaged in any additional business or employment outside of this job? Yes ☐ No ☐

If yes, give details _____

This job requires driving: Do you have a valid driver's license? Yes ☐ No ☐

Driver's License Number: _____ Class of License: _____ State Licensed In: _____

Have you had your driver's license suspended or revoked in the last 3 years? Yes ☐ No ☐

If yes, give details _____

List of professional trade, business or civic activities and offices held. (Exclude labor organizations and memberships which reveal race, color, religion, national origin, sex, age, disability, or other protected status.) _____

EDUCATION

| School Type | School Name | City/State | Years at School | Diploma/Degree /Certificate |
|---------------------|-------------|------------|-----------------|-----------------------------|
| High School | | | | |
| College/University | | | | |
| Trade or Vocational | | | | |

What skills or additional training do you have that relate to the job for which you are applying? _____



EMPLOYMENT

List names of employers in consecutive order with present/last employer listed first. Account for all periods of time including military service and any periods of unemployment. If self-employed, give firm name and supply business references. **Note: A job offer may be contingent upon acceptable references from current and former employers.**

| | | |
|------------------|-----------|---|
| NAME OF EMPLOYER | | JOB TITLE & DUTIES |
| FULL ADDRESS | | DATES OF EMPLOYMENT (LIST MONTH AND YEAR) START: END: |
| SUPERVISOR(S) | TELEPHONE | REASON FOR LEAVING |
| NAME OF EMPLOYER | | JOB TITLE & DUTIES |
| FULL ADDRESS | | DATES OF EMPLOYMENT (LIST MONTH AND YEAR) START: END: |
| SUPERVISOR(S) | TELEPHONE | REASON FOR LEAVING |
| NAME OF EMPLOYER | | JOB TITLE & DUTIES |
| FULL ADDRESS | | DATES OF EMPLOYMENT (LIST MONTH AND YEAR) START: END: |
| SUPERVISOR(S) | TELEPHONE | REASON FOR LEAVING |

Have you ever been fired or asked to resign from a job? Yes ☐ No ☐

If yes, please explain: _____

Give three references (not relatives or former employers)

| Name | City/State | Phone | Email |
|------|------------|-------|-------|
| | | | |
| | | | |
| | | | |

I certify that all information provided in this employment application is true and complete. I understand that any false information or omission may disqualify me from further consideration for employment and may result in my dismissal if discovered at a later date.
I authorize the investigation of any or all statement contained in this application. I also authorize, whether listed or not, any person, school, current employer, past employer(s) and organizations to provide relevant information and opinions that may be useful in making a hiring decision. I release such persons and organizations from any legal liability in making such statements.
I understand I may be required to successfully pass a drug screening examination. I hereby consent to a pre and/or post-employment drug screening as a condition of employment if required.
I understand that if I am extended an offer of employment it will be conditioned upon my successfully passing a pre-employment background check.
I UNDERSTAND THAT THIS APPLICATION, VERBAL STATEMENTS BY MANAGEMENT, OR SUBSEQUENT EMPLOYMENT DOES NOT CREATE AN EXPRESS OR IMPLIED CONTRACT OF EMPLOYMENT NOR GUARANTEE EMPLOYMENT FOR ANY DEFINITE PERIOD OF TIME. ONLY EXECUTIVE MANAGEMENT OF THE ORGANIZATION HAS THE AUTHORITY TO ENTER INTO AN AGREEMENT OF EMPLOYMENT FOR ANY SPECIFIED PERIOD AND SUCH AGREEMENT MUST BE IN WRITING, SIGNED BY EXECUTIVE MANAGEMENT AND THE EMPLOYEE. IN EMPLOYED, I UNDERSTAND THAT I HAVE BEEN HIRED AT WILL OF THE EMPLOYER AND MY EMPLOYMENT MAY BE TERMINATED AT ANY TIME, WITH OR WITHOUT REASON AND WITH OR WITHOUT NOTICE.
I have read, understand, and be my signature consent to these statements.

Signature: _____ Date: _____