

## APPLICATION FOR EMPLOYMENT

Thank you for seeking a position with our company. We appreciate the time you are giving to this process. It is important that you fully and accurately complete this form yourself. We use background and employment screening to verify information and to check for any omitted information. You must truthfully complete every question on this application in order to be considered.

*Please fill this out completely. Print your answers using a blue or black pen.*

### PERSONAL INFORMATION:

Name: \_\_\_\_\_  
(Last, First, Middle) (Jr./Sr.?)

As an adult, have you ever used another first or last name?  Yes  No

If yes, please list them here: \_\_\_\_\_

Your Street Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_ Email Address \_\_\_\_\_

Home phone: \_\_\_\_\_ Cell phone: \_\_\_\_\_

Do you have reliable transportation to and from our business?  Yes  No

If you are under age 18, can you provide proof of your eligibility to work?  Yes  No

If hired, can you provide proof of U.S. citizenship or proof of your legal right to work in the U.S.?  Yes  No

### EMPLOYMENT DESIRED:

What position are you applying for? \_\_\_\_\_ Part-time or Full Time? \_\_\_\_\_

Who referred you to us? \_\_\_\_\_

What is your desired salary? \_\_\_\_\_

### EDUCATION:

Name, City and State of School	Course of Study	Total Years of Study	Type of Degree or Diploma
High School: _____			

College/ University: \_\_\_\_\_

Graduate/ Professional: \_\_\_\_\_

Other Certifications & Credentials: \_\_\_\_\_

Do you have any other experience, training, qualifications, or skills which make you suited for this position?

### EMPLOYMENT HISTORY:

Are you currently employed?  Yes  No

If yes, may we contact your present employer?

Yes

No

Have you ever signed a Confidentiality or Non-Disclosure Agreement with any other company?

Yes

No

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Please list your present and prior employers for the past 10 years, starting with your current or most recent employer. Any periods of unemployment must also be shown. You must complete this section even if you are attaching a resume or have already provided one.

Current (or most recent) Employer: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Position and duties: \_\_\_\_\_

**In detail, why did you leave, or, why are you leaving (if still employed)? Please use all three lines to explain:**

\_\_\_\_\_

\_\_\_\_\_

Verification Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

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Previous Employer: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Position and duties: \_\_\_\_\_

**In detail, why did you leave? Please use all three lines to explain:**

\_\_\_\_\_

\_\_\_\_\_

Verification Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

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Previous Employer: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Position and duties: \_\_\_\_\_

**In detail, why did you leave? Please use all three lines to explain:**

\_\_\_\_\_

\_\_\_\_\_

Verification Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

**NOTE:** Please attach additional sheets of paper to detail any other employers during the past ten years.

Please be specific about any times when you have been unemployed during the past ten years (attach additional pages if necessary.)  
You must account for all periods of unemployment that were longer than one month.

When? \_\_\_\_\_

What reason? \_\_\_\_\_

**OTHER:**

Are you able to perform the essential functions of the job for which you are applying with or without reasonable accommodation?  
 Yes  No

If no, describe the functions that cannot be performed: \_\_\_\_\_

If hired, are there any accommodations we would need to provide so that you could perform the essential functions and duties of the position you are applying for?  
 Yes  No

If yes, please let us know: \_\_\_\_\_

**REFERENCES:**

We require the names and contact information for three people who have known you at least ten years (no relatives, please):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Emergency Contact Name: \_\_\_\_\_

Relationship : \_\_\_\_\_

Phone Number : \_\_\_\_\_

*Please read each statement closely and initial each one, acknowledging your understanding:*

**Complete and Accurate Information**

I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment and that the answers given by me are true and correct to the best of my knowledge. I further certify that I have personally completed this application. I understand that any omission or misstatement of material fact on this application, or any other document used to secure employment, shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery.

**At-Will Employment**

I understand and agree that if I am hired, my employment will be "at-will", which means that the Company may terminate the employment relationship at any time, with or without cause and with or without notice. Likewise, the Company will respect my right to terminate my employment at any time, with or without cause and with or without notice. I further understand that any prior representation, whether expressed or implied to the contrary, is hereby superseded. No promise or representation contrary to the foregoing is binding on the Company unless made in writing and signed by the Company's president.

**Testing Authorization**

If offered a position with the Company, I hereby agree to any required physical, psychological, skill, drug screening or medical test as a condition of employment. I will receive a separate authorization form to sign for those purposes.

**Company Obligation**

I understand and agree that the Company's acceptance of this job application does not mean that a position for which I am qualified is open (unless specifically posted) or that the Company has agreed to hire me. I understand that the Company is under no obligation to hire me as the result of accepting this completed application or my resume.

I DECLARE THAT ALL OF MY ANSWERS ARE TRUE, ACCURATE, AND COMPLETE, UNDER PENALTY OF PERJURY, AND THAT ANY MIS-REPRESENTATIONS MAY DISQUALIFY ME FROM EMPLOYMENT CONSIDERATION AND/OR MAY BE GROUNDS FOR TERMINATION.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

Received by: \_\_\_\_\_

\_\_\_\_\_  
Company Representative

\_\_\_\_\_  
Date