



Employment Application
(Please Print Clearly)

Position Applied For Referral Source
Name Last First M.I. Date of application
Address Street City State Zip Code
Phone Number Social Security No

Indicate Availability To Work: Full Time Part Time Days Evenings

Date Available For Work What is your desired salary range? \$

Have you ever been employed here before: Yes No If yes, give dates and positions

Are you legally eligible for employment in this country: Yes No

If you are under 18, can you furnish a work permit? Yes No If No, please explain
(if required)

Have you ever pled "guilty" or "no contest" to, or been convicted of a crime? Yes No

If yes, please provide date(s) and details

Drivers license number if driving may be required in position for which you are applying State

Please indicate availability to work:

Table with 7 columns: Monday, Tuesday, Wednesday, Thursday, Friday, Saturday, Sunday. Each column has AM / PM options.

Employment History
(List previous employers beginning with most recent)

Employer Telephone #

Address

Immediate Supervisor & Title May we contact: Yes No

Position Full Time Part Time Temporary

Employment Dates (mm/yy): From To Ending Salary:

Summarize type of work performed and job responsibilities

Reason for Leaving:

Employer Telephone #

Address

Immediate Supervisor & Title May we contact: Yes No

Position Full Time Part Time Temporary

Employment Dates (mm/yy): From To Ending Salary:

Summarize type of work performed and job responsibilities

Reason for Leaving:

Employer _____ Telephone # (____) _____

Address _____

Immediate Supervisor & Title _____ May we contact: Yes No

Position _____ Full Time Part Time Temporary

Employment Dates (mm/yy): From ___/___/___ To ___/___/___ Ending Salary: _____

Summarize type of work performed and job responsibilities _____

Reason for Leaving: _____

Education

Type	Name and Location	Courses Taken	Graduated		
			Yes	No	Enrolled
High School					
College					
University					
Other					

References

(Please list three references that are not related to you and are not previous supervisors)

Name	Company and Title	Business Telephone	Home Telephone

I certify that all information I have provided in order to apply for and secure work with this employer is true, complete, and correct.

I expressly authorize, without reservation, the employer, its representatives, employees or agents to contact and obtain information from all references, employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, resume or job interview. I hereby waive any and all rights claims I may have regarding the employer, its agents, employees or representatives, for seeking, gathering and using truthful and non-defamatory information, in a lawful manner, in the employment process and all other persons, corporations or organizations for furnishing such information about me.

I understand that this employer does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or eliminating any applicant from consideration for employment on any basis prohibited by applicable local, state or federal law.

I understand that this application remains current for only 30 days. At the conclusion of that time, if I have not heard from the employer and still wish to be considered for employment, it will be necessary for me to reapply and fill out a new application.

If I am hired, I understand that I am free to resign at any time, with or without cause and with or without prior notice, and the employer reserves the same right to terminate my employment at any time, with or without cause and with or without prior notice, except as may be required by law. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that no supervisor or representative of the employer is authorized to make any assurances to the contrary and that no implied oral or written agreements contrary to the foregoing express language are valid unless they are in writing and signed by the employer's president.

I also understand that if I am hired, I will be required to provide proof of identity and legal authorization to work in the United States and that federal immigration laws require me to complete and I-9 Form in this regard.

I understand that any information provided by me that is found to be false, incomplete or misrepresented in any respect, will be sufficient cause to eliminate me from further consideration for employment, or may result in my immediate discharge from the employer's service, whenever it is discovered.

DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE APPLICANT STATEMENT.

I certify that I have read, fully understand and accept all terms of the foregoing Applicant Statement.

Applicant Signature: _____

Date: ___/___/___