

Employment Application

THIS APPLICATION IS NOT AN EMPLOYMENT CONTRACT but merely is intended to evaluate suitability for employment. It is the policy of the company to provide equal employment to all qualified persons without discrimination on the basis of sex, race, color, religion, age, national origin, citizenship, disability, veteran status, or any other status protected under local, state or federal law. It is also the policy of the company to have the option of conducting pre-employment screening before a job offer is made. If a job offer is made, employment may be contingent upon the successful completion of a pre-employment drug screening and/or medical examination. This application will remain active for 1 year.

Personal Information:

First Name:	Middle Name:	Last Name:
Home Phone:	Cell Phone:	
Email Address:		
Social Security #:		

Addresses:

	Street:	City:	State:	Zip Code:	From (Mo/Yr):	To (Mo/Yr):
Current:						
Prior:						

Education:

	School Attended:	City:	State:	Diploma:	Degree/Cert.:	Area of Study:
High School:				<input type="checkbox"/> NO <input type="checkbox"/> YES		
College:				<input type="checkbox"/> NO <input type="checkbox"/> YES		
Graduate School:				<input type="checkbox"/> NO <input type="checkbox"/> YES		
Other School:				<input type="checkbox"/> NO <input type="checkbox"/> YES		

Employment Information:

Position Applied For:	Date You Can Start:	Desired Salary:
Availability: <input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday <input type="checkbox"/> Saturday <input type="checkbox"/> Sunday	Can you work: <input type="checkbox"/> Nights <input type="checkbox"/> Weekends	Do You Prefer: <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time
When are you not Available:		

Please answer all of the following questions:		
1.	Are you at least 18 years of age and legally eligible to work for our company in the United States?	<input type="checkbox"/> NO <input type="checkbox"/> YES
2.	Have you worked for this business before?	<input type="checkbox"/> NO <input type="checkbox"/> YES
If yes, please provide dates and locations:		
3.	Are you on layoff and subject to recall?	<input type="checkbox"/> NO <input type="checkbox"/> YES
4.	Are you currently bound by a noncompetition, confidentiality or trade secret agreement?	<input type="checkbox"/> NO <input type="checkbox"/> YES
If yes, please explain...		
5.	Have you ever been discharged or asked to resign from a job?	<input type="checkbox"/> NO <input type="checkbox"/> YES
If yes, please explain...		
6.	Have you ever been convicted of or pled guilty to a felony or crime other than a minor traffic citation?	<input type="checkbox"/> NO <input type="checkbox"/> YES
If yes, please explain...		

Employment History:

May we contact your present employer?		<input type="checkbox"/> NO <input type="checkbox"/> YES	
Please list your current and/or past employer information:			
	Most Recent Employer	Prior Employer (1)	Prior Employer (2)
Employer:			
City:			
State:			
Zip Code:			
Phone:			
Position Held:			
From (m/yyyy):			
To (m/yyyy):			
Pay Upon Leaving:			
Supervisor :			
Duties:			
Reason For Leaving:			

Job-related Skills:

	Please answer the following questions if the position you are applying for requires driving a motor vehicle:	
1.	Do you have a valid driver's license?	<input type="checkbox"/> NO <input type="checkbox"/> YES
	If yes, Driver's License Number:	Date of Issue:
2.	Have you been convicted of or pled guilty to any traffic-related offense within the past five years?	<input type="checkbox"/> NO <input type="checkbox"/> YES
	If yes, please explain...	
3.	Have you had your driver's license suspended or revoked or had your driving privileges modified by a court of law?	<input type="checkbox"/> NO <input type="checkbox"/> YES
	If yes, please explain...	
4.	Please list all states from which you hold or held a driver's license:	
	Please use this space to list any special skills you may have that relate to the position applied for:	
	Please list any professional licenses, designations, certifications, etc. that may relate to the position applied for. Include date granted, name of organization, and any other relevant information:	

References:

	Reference (1)	Reference (2)	Reference (3)
Name :			
Address :			
Telephone :			
Relationship :			
Years Acquainted :			

Applicant Certification Agreement:

1.	The company and other persons or employers are released from all liability brought forth by any investigation resulting from my submission of this application and the data contained here in.
2.	The information in this application is true and complete to the best of my knowledge. Any falsification, misrepresentation, or omission on this application can be cause for denial or termination of employment.
3.	If hired, my employment is voluntary, meaning that either party can terminate employment at any time for any reason. Upon acceptance of employment, if a position is offered, I agree to abide by all existing and future company rules and regulations. The company reserves the right to change any working agreement as deemed necessary.
4.	Any employment offer is contingent open my providing proof of identity and eligibility to work the country of employ.
5.	I have read and reviewed the information provided in this application and the above statements. By signing this application for employment I certify that I understand all parts of it and have answered all questions completely and fully.
6.	I understand that by signing my name in the signature box below and submitting this application, this becomes a legal and binding contract.
Signature:	
Date:	