

APPLICATION - PLEASE PRINT

APPLICANT NAME: _____ DATE: _____

WORKSITE EMPLOYER:

Home Phone:	Email Address:
Work Phone:	Social Security No.:
Cell Phone:	Please Indicate Age if Under 18 Years:
Address:	
City, State, Zip:	Job Title:

How were you referred to us? _____

Employment Information:

What position(s) are you applying for? _____

Are you applying for:	Temporary work (summer/holiday)?	Yes	No
	Regular part-time work?	Yes	No
	Regular full-time work?	Yes	No

Days/ hours you are available for work: _____

If hired, when can you start working? _____

Are you available to work overtime? _____

Salary desired: _____

Yes No
\$_____ per Hour ____ / Year ____

Personal Information:

Have you every applied to us or worked for us before? _____

Yes No

If yes, please explain and include date(s): _____

Do you know anyone currently working for us? _____

Yes No

If yes, print name and relationship: _____

If hired, would you have transportation to/from work? _____

Yes No

Are you over the age of 18? _____

Yes No

(If under 18, hire is subject to verification of minimum legal age.)

If hired, can you present evidence of your

legal right to work in the U.S.?

Yes No

If hired, are you willing to submit to a controlled substance test? Yes ____ No ____

Are you able to perform the essential job functions applying either with/ without reasonable accomodation?

Yes No

If no, describe the functions that cannot be performed: _____

(Note: We comply with the ADA and consider reasonable accomodation measures that may be necessary for eligible applicants/ employees to perform essential functions. It is possible that a hire may be tested on skill/ agility and may be subject to a medical examination conducted by a medical professional.)

Have you ever been convicted of a criminal offense (felony or misdemeanor)?

Yes

No

If yes, please state the nature of the crime(s), when and where convicted and disposition of the case:

(Note: No applicant will be denied employment solely on the grounds of conviction of a criminal offense.

The date of the offense, the nature of the offense, including any significant details that affect the description of the event, and the surrounding circumstances and the relevance of the offense to the position(s) applied for may, however, be considered.)

Education, Training, Experience:

Name of High School: _____

City, State: _____

Did you graduate? Yes No

Degree/ Diploma earned: _____

Name of College/ University: _____

City, State: _____

Did you graduate? Yes No

Degree/ Diploma earned: _____

Name of Vocational School: _____

City, State: _____

Did you graduate? Yes No

Degree/ Diploma earned: _____

Military Branch: _____ Rank: _____ Total years of Service: _____

Skills/ Duties: _____

Do you speak/ write/ understand any foreign languages? Yes ___ No ___

If yes, indicate language(s) and degree of fluency: _____

Please describe any other experience, training, qualifications, or skills that make you especially suited for working with us: _____

Employment History:

This section must be completed even if you have attached a resume. Please date back 5 years and account for all periods of unemployment.

Are you currently employed?

Yes

No

If yes, would you like to be contacted before we contact your current employer? Yes No

Name of Employer: _____

Name of Supervisor: _____

Phone: _____

Nature of Business: _____

Address: _____

Salary/hourly rate earned: _____

Dates of Employment: _____

Position & Duties: _____

Reason for Leaving: _____

May we contact this employer for references?

Yes

No

Name of Employer: _____

Name of Supervisor: _____

Phone: _____

Nature of Business: _____

Address: _____

Salary/hourly rate earned: _____

Dates of Employment: _____

Position & Duties: _____

Reason for Leaving: _____

May we contact this employer for references?

Yes

No

Name of Employer: _____

Name of Supervisor: _____

Phone: _____

Nature of Business: _____

Address: _____

Salary/hourly rate earned: _____

Dates of Employment: _____

Position & Duties: _____

Reason for Leaving: _____

May we contact this employer for references?

Yes

No

References

Give three or more professional references who can attest to your character, personality and work history.

****Do not include family members or supervisors listed on the previous page.**

Name and Position	Address	Telephone Number

Have you worked or attended school under any other name? ☐ Y ☐ N

If yes, please provide name: _____

My answers on this application and on any resume I provide are complete and true. I understand that the submission of any false or incomplete information in connection with my application, whether on this or other documents or in interviews, will be cause for the rejection of my application or the termination of my employment at any time.

I authorize the Employer and its agents to verify any information related to my application or resume. I also authorize and direct individuals, schools, employers, and law enforcement or government officials to freely provide any information concerning my background, and hereby release any and all of them from any liability for doing so. If I am employed, I understand that I will be employed on an at-will basis for an indefinite period of time and that my employer may terminate my employment at any time and for any reason.

Employee Signature _____ Date: _____