

## **Application for Employment**

Date:\_\_\_\_\_

Qualified applicants receive equal consideration. No question is asked for the purpose of excluding any applicant due to race, color, national origin, religion, age, sex, disability, veteran status, or any other characteristic protected under local, state or federal law. WE ARE AN EQUAL OPPORTUNITY EMPLOYER.

Name:				
Last	Firs	st	Middle Initial	
Street Address:				
City:	State:		Zip:	
			<u> </u>	
Telephone:		Social Security #:		
	• 1 1			
Type of work for which you wish to be consi	idered:			
What source led you to apply with us?				

This is not legal advice. Employer should review the Application or Employment with local counsel prior to use as each state has its own set of laws which relate to discrimination and hiring practices.

## **Employment History**

Please list your <u>complete</u> employment history. List present or most recent employer first. Use an additional page, if necessary.

Employer: Address/ City: Name of Supervisor:	Employed:(mo./Yr.)		To:
Employer: Address/ City: Name of Supervisor:	Employed:(mo./Yr.)		To:
Employer: Address/ City: Name of Supervisor:	Employed:(mo./Yr.)	From:	To:
Employer: Address/ City: Name of Supervisor:	Employed:(mo./Yr.)	From:	To:

## **Education**

Schools	Name/ Location	Circle Last Year Completed	Major Courses	Diploma/ Degree
High School		7 8 9 10 11 12		
College		1 2 3 4 more		
Business/ Trade		Months Attended:		

If you served in the United States Armed Forces, briefly describe the skills you acquired:

## **Personal Information**

Are you legally authorized to work in the U.S.? Yes No

Note: You will be required to furnish documents to verify your eligibility for employment in accordance with the Immigration Reform and Control Act and your employment is contingent upon furnishing such documents.

Are you at least 18 years of age? Yes No

Have you ever been convicted of a crime or are there any pending charges against you?

(A conviction does not automatically bar you from employment)

Yes No

If yes, explain the details:

If you are an experienced operator of	any office machin	les or equipment, please list:
Typing Speed	wpm	
Short Hand	wpm	
Do you have any other skills you we	ould like to mentio	n?
Are you currently employed? Yes	No	
If so, may we contact your present en	nployer? Yes	No
If hired, when would you be availab	le?	
What are your salary requirements?		
<u>References</u>		
Name		
Occupation		
Address		
City, State, Zip		
Telephone Number		
Name		
Occupation		
Address	_	
City, State, Zip		
Telephone Number		
Name		
Occupation		
Address		
City, State, Zip		
Telephone Number *For additional references, please attach a separation of the separ	rate sheet	
Tor additional references, please attach a sepa		

This is not legal advice. Employer should review the Application or Employment with local counsel prior to use as each state has its own set of laws which relate to discrimination and hiring practices.

I certify that the answers given by me to the foregoing questions and statements are true and correct to the best of my knowledge without consequential omissions of any kind. I agree that the Company shall not be held liable in any respect if my employment is rejected or subsequently terminated because of false statements, answers or omissions made by me in this application. I understand that any misleading or incorrect statements may render this application void, and if employed, may lead to employment termination. I understand that a medical examination based on the requirements of the position for which I am being considered may be required, and drug testing may be included as part

of the regular pre-employment physical. I also voluntarily and knowingly authorize the companies, schools or persons named above to give any information requested regarding my former

employment, character and qualifications. I hereby voluntarily and knowingly fully release and discharge, absolve, indemnify, and hold harmless said companies, schools or persons from any and all liability for any damages for issuing this information, except for the malicious and willful disclosure of derogatory facts concerning my employment made for the express purpose of preventing me from obtaining employment, which the party disclosing such facts knows to be untrue. In consideration of my employment, I agree to conform to the rules and regulations of this organization. My employment and compensation can be terminated with or without cause and with or without notice, at any time, at the option of either my employer or myself.

Signature: \_\_\_\_\_

Date:\_\_\_\_\_

This is not legal advice. Employer should review the Application or Employment with local counsel prior to use as each state has its own set of laws which relate to discrimination and hiring practices.