



## EMPLOYMENT APPLICATION

NAME (First, Middle, Last)	Home phone:
Address	Cell phone:
City, State, Zip Code	Email address:
How long have you been at this address:	Are you authorized to work in the U.S.? <input type="checkbox"/> YES <input type="checkbox"/> NO

Today's Date: \_\_\_\_\_ Social Security # \_\_\_\_\_

Position applied for: \_\_\_\_\_

Date available: \_\_\_\_\_ Desired salary: \_\_\_\_\_

### EDUCATION

Name & location of school	Years attended	Did you graduate?	Area of study and degrees acquired
High school:		<input type="checkbox"/> YES  <input type="checkbox"/> NO	
College:		<input type="checkbox"/> YES  <input type="checkbox"/> NO	
Other:		<input type="checkbox"/> YES  <input type="checkbox"/> NO	

### PROFESSIONAL LICENSES AND CERTIFICATIONS

Type:	Date Issued:
Type:	Date Issued:
Type:	Date Issued:

**EMPLOYMENT RECORD (Attach sheet if more space is needed)**



**Current/Last Employer**      May we contact this employer? YES  NO

Company name:	Position:
Reason for leaving:	Dates employed:
City and State	Salary:
	Company phone #:
Please describe job duties and responsibilities:	

**Previous Employer**      May we contact this employer? YES  NO

Company name:	Position:
Reason for leaving:	Dates employed:
City and State	Salary:
	Company phone #:
Please describe job duties and responsibilities:	

**Previous Employer**      May we contact this employer? YES  NO

Company name:	Position:
Reason for leaving:	Dates employed:
City and State	Salary:
	Company phone #:
Please describe job duties and responsibilities:	



**REFERENCES**

*Please list at least three (3) professional references.*

Reference #1

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

Company: \_\_\_\_\_ Phone #: \_\_\_\_\_

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

Reference #2

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

Company: \_\_\_\_\_ Phone #: \_\_\_\_\_

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

Reference #3

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

Company: \_\_\_\_\_ Phone #: \_\_\_\_\_

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

**CERTIFICATIONS AND ACKNOWLEDGMENTS**

*Please read each statement closely and initial each on the line next to the title, acknowledging your understanding. If clarification is needed, please contact Human Resources.*

\_\_\_\_\_ **Equal Employment Opportunity Statement**

This Company is committed to the principles of equal employment opportunity and is committed to make employment decisions based on merit. We are committed to complying with all Federal, State and local laws providing for equal employment opportunities, as well as all laws related to terms and conditions of employment. The Company desires to maintain a work environment that is free of sexual harassment and discrimination due to race, religion, color, national origin, physical or mental disability, age or any other status protected by Federal, State or local laws. The Company will make reasonable efforts to accommodate those physical or mental limitations of an otherwise qualified employee unless undue hardship would result for the company.



\_\_\_\_\_ **Discrimination and Harassment Policy Statement and Acknowledgment**

This Company strictly prohibits and does not tolerate unlawful harassment against employees or applicants because of race, color, religion, national origin, sex, age, physical or mental disability or any other characteristic protected under applicable federal, state or local law. Any employee who engages in unlawful discrimination or sexual harassment will be subject to appropriate discipline, up to and including termination.

\_\_\_\_\_ **Disclosure to Applicants Concerning Drug Testing**

If you are offered a position with the Company, you may be given a drug test as a condition of employment. Your refusal to timely submit to a drug test or your failure to pass such a test means you will not be employed by this company. Negative test results are required as a condition of employment.

\_\_\_\_\_ **Post-Hire, Pre-employment Testing**

If offered a position with the Company, I understand that I may be asked to undergo legally permitted physical, psychological, skill, or medical tests as a condition of employment.

\_\_\_\_\_ **Background Investigation**

I acknowledge that if I am offered employment with the Company, a job offer may also be contingent upon a background investigation which may include interviews with past employers, workers and friends. Said investigation may also include credit, driving, criminal background, references and other background checks.

\_\_\_\_\_ **At-Will Employment**

I understand and agree that if I become employed by the Company, 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. This policy does not create a contract between the Company and any person employed by the Company.

\_\_\_\_\_ **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.



\_\_\_\_ **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 of information or falsification of 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.

**TO BE READ AND SIGNED BY APPLICANT**

This certifies that this application was completed by me, and that all entries on it and information in it are true and complete to the best of my knowledge.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_**OFFICE USE ONLY**\_\_\_\_\_

INTERVIEWD BY \_\_\_\_\_

DATE \_\_\_\_\_

REMARKS:

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

HIRED      DEPARTMENT      POSITION      WILL REPORT      SALARY WAGES

\_\_\_\_\_