



Please answer all questions completely. **Resumes are not accepted in lieu of completion of this application.**

NOTE: This application was designed to use with several types of job positions. Some questions may not be completely applicable to the job position you are seeking; however, we ask that you answer all questions.

1. PERSONAL INFORMATION

Last Name	First Name	Middle	Date
Street Address		Email Address	Home Phone
City	State	Zip	Cell Phone
Have you ever been involuntarily terminated or request to resign? Yes No	If hired, can you provide verification of your legal right to work in the United States? Yes No		
Are you at least 18 years of age? Yes No	If required for the position, do you have a valid driver's license? Yes No		
Have you ever worked under a different name? Yes No If "Yes" name:			
Are you able to perform the essential functions of the position for which you are applying, with or without a reasonable accommodation? Yes No			
Do you have a non-compete agreement or are you subject to any restrictive covenant with any of your former employers? Yes No If "Yes" please explain:			

2. EMPLOYMENT INTEREST

Position Desired	Date Available	Salary Desired	Would you be willing to work overtime? Yes No
Type of Employment Desired? Regular Full-Time Temporary Part-Time		Days and hours available for work	

3. EDUCATION INFORMATION

School Level	School Name	School Location	Course of Study	Did you graduate? Y N	Degree or Diploma
High School				Y N	
College/University				Y N	
Post Graduate				Y N	
Business/Trade Technical				Y N	



4. SKILLS - If Applicable for Position for Which You Are Applying

Foreign Languages Indicate proficiency to speak, read and write

PC Skills Indicate software used

Do you have any experience, training, qualifications or special skills that you think make you especially suited for work at this company?
Explain

5. EMPLOYMENT INFORMATION Start with current or most recent employer. Account for all time periods including unemployment, self-employment and military service. Attach separate sheets, if necessary.

1	Company Name		Phone	From Mo./Yr.	To Mo./Yr.	
	Address	City	State	Zip	Starting Pay \$	Ending Pay \$
	Job Title	Duties			Reason for leaving	
	Supervisor's Name				May we contact with employer? Y N	
2	Company Name		Phone	From Mo./Yr.	To Mo./Yr.	
	Address	City	State	Zip	Starting Pay \$	Ending Pay \$
	Job Title	Duties			Reason for leaving	
	Supervisor's Name				May we contact with employer? Y N	
3	Company Name		Phone	From Mo./Yr.	To Mo./Yr.	
	Address	City	State	Zip	Starting Pay \$	Ending Pay \$
	Job Title	Duties			Reason for leaving	
	Supervisor's Name				May we contact with employer? Y N	
4	Company Name		Phone	From Mo./Yr.	To Mo./Yr.	
	Address	City	State	Zip	Starting Pay \$	Ending Pay \$
	Job Title	Duties			Reason for leaving	
	Supervisor's Name				May we contact with employer? Y N	

6. REFERENCES Give the names of three persons not related to you, whom you have know for at least 3 years.

	Name	Email Address	Phone Number	How do you know this person? i.e. friend, coworker, etc.	Years Acquainted
1					
2					
3					

Have you ever been convicted of a crime, pled no contest, had adjunction withheld, or been a defendant in a civil action for an intentional tort? Yes No If "Yes" list offense, date and disposition of the case. *Convictions will not necessarily disqualify you for the position.*



7. ACKNOWLEDGMENT

Please read carefully, initial each paragraph, and print your name below.

Initials	The contents of any employee handbook or personnel manuals, as well as other Employer policies and practices, are subject to change or modification by the Employer, solely at its discretion, without notice. I also understand that no supervisor or other official of the Employer except its Chief Executive Officer, in writing has the authority to enter into any agreement with me or to make any agreement contrary to the foregoing.
Initials	I authorize any person, school, current employer except as expressly noted, past employers, and organizations named in this application form and accompanying resume or other documentation, if any to provide the Company with relevant information and opinion, personal or otherwise, that may be useful in making a hiring decision. I release all parties from all liability for any damage that may result from furnishing information and opinion to you. Additionally, I understand that the company may conduct a background check as well as check a check of any social media pages I may have.
Initials	In consideration of employment, I agree to obey the rules and standards of the Company. I understand that nothing contained in this application or in the interview process is intended to create a contract between the Company and myself for either employment or for the providing of any benefits. I agree that my employment is at-will and the terms of employment may be changed with or without cause, with or without notice, including but not limited to termination, demotion, promotion, transfer, compensation, benefits, duties and location of work, at any time, for any reason, at the option of myself or the Company. This constitutes my entire agreement with the Company with regard to the length of my employment.
Initials	I am able to perform the essential functions of the position with or without a reasonable accommodation.
Initials	I understand that all offers of employment are conditioned upon my providing satisfactory documentary proof of my identity and legal right to work in the United States.
Initials	I hereby acknowledge that I have read the above statements and understand them. I certify that I, the undersigned applicant, have personally completed this application. I declare that the facts contained in the application or any resume or other documents submitted are true and complete to the best of my knowledge. I understand that any misrepresentations or omissions will disqualify me from further consideration for employment, and will result in my dismissal from employment, if discovered at a later date.
Initials	This application will remain active for ninety 90 days. Any applicant wishing to be considered for employment beyond ninety 90 days should reapply.
Applicant's Printed Name:	
Date:	

NOTICE TO APPLICANTS: This employer complies with the Americans with Disabilities Act of 1990. During the interview process, you may be asked questions concerning your ability to perform job-related functions.

This employer is an equal employment opportunity employer. We adhere to a policy of making employment decisions without regard to race, color, age, sex, religion, national origin, genetic information, disability, veteran status, citizenship status, marital status or any other status protected by law. We assure you that your opportunity for employment with this employer depends solely upon your qualifications.