

EMPLOYMENT APPLICATION

Hire Date _____	Position _____
Rate of Pay _____	Approved by _____

Position(s) applied for _____ Date of Application _____

NAME _____
First Name MI Last Name

ADDRESS _____
Physical address City State ZIP

TELEPHONE(_____) _____ SS# _____ / _____ / _____

Are you currently employed? Yes No Are you currently on lay-off and subject to recall? Yes No

I am a United States Citizen or otherwise authorized to work in the United States on an unrestricted basis? Yes No

Whom may we thank for your employment referral? _____

Do you have any friends or relatives working here? If yes, who _____

Date available for work _____ Desired wage \$ _____

Are you available to work... Full-time Part-time 1st shift 2nd shift 3rd shift Swing shift Seasonal

Check days you are available Mon Tues Wed Thurs Fri Sat Sun Weekends Holidays

Are there any dates/times you are unable to work? Yes No please explain _____

Have you ever been arrested/convicted of a crime? Yes No please explain _____

EDUCATION

School Name & Location Degree/Certificate

High School _____

College/Trade _____

Highest level of education completed (circle) 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17+

OTHER QUALIFICATIONS

Summarize special job-related skills and qualifications acquired from employment or other experience.

WORK EXPERIENCE – Start with your present or last job.

Employer _____ Address _____

Telephone (_____) _____ Supervisor _____

Job Title _____ Reason for leaving _____

Dates employed (from) _____ (to) _____ Pay rate (start) _____ (end) _____

Employer _____ Address _____

Telephone (_____) _____ Supervisor _____

Job Title _____ Reason for leaving _____

Dates employed (from) _____ (to) _____ Pay rate (start) _____ (end) _____

PERSONAL REFERENCES - Please list two individuals, not related to you, whom you have known for at least one year.

Name _____ Telephone _____ Years Known _____

Name _____ Telephone _____ Years Known _____

WE ARE AN AT-WILL, EQUAL OPPORTUNITY EMPLOYER OPERATING IN A DRUG & SMOKE FREE WORKPLACE.

We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, marital or veteran status, disability, or any other legally protected status. In order to provide a safe, healthy and productive working environment, we are proud to maintain a drug free, tobacco-free and smoke-free workplace for all employees. We will not hire nor retain persons who use illegal substances and/or abuse alcohol or legal drugs. We retain and exercise the right to screen from employment all such individuals. By signing below, I agree and consent to any and all pre-employment and/or post-employment testing for such.

APPLICANT'S STATEMENT

I certify that the facts contained in this application are true and complete to the best of my knowledge and understand that, if employed, falsified statements on this application shall be considered sufficient cause for my dismissal.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. I release the listed references and all employers to provide you with any and all applicable information they may have.

This application for employment shall be considered active for a period of time not to exceed 45 days.

I understand and agree that, if hired, my employment is AT-WILL. *THIS MEANS THAT, IF HIRED, EITHER THE COMPANY OR I CAN END THE EMPLOYMENT RELATIONSHIP AT ANY TIME AND FOR ANY OR NO REASON.*

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the employer.

Signature _____ Date _____