

## APPLICATION FOR EMPLOYMENT

DATE: \_\_/\_\_/\_\_

### PERSONAL BACKGROUND

NAME \_\_\_\_\_  
LAST, MIDDLE FIRST

PRESENT ADDRESS: \_\_\_\_\_  
STREET CITY, STATE ZIP CODE

PERMANENT ADDRESS: \_\_\_\_\_  
STREET CITY, STATE ZIP CODE

PHONE NO. ( ) \_\_\_\_\_ CELL PHONE ( ) \_\_\_\_\_

REFERRED BY: \_\_\_\_\_

POSITION APPLYING FOR: \_\_\_\_\_ DATE YOU CAN START: \_\_\_\_\_

FULL TIME PART TIME SALARY DESIRED: \_\_\_\_\_

ARE YOU WILLING TO WORK OVERTIME? \_\_\_\_\_ HOLIDAYS? \_\_\_\_\_

ARE YOU EMPLOYED? \_\_\_\_\_ IF SO, MAY WE INQUIRE OF YOUR PRESENT EMPLOYER?  
\_\_\_\_\_

IF YOU ARE A MINOR, CAN YOU PRODUCE A WORK CERTIFICATE? \_\_\_\_\_

HAVE YOU EVER APPLIED TO THIS COMPANY BEFORE? \_\_\_\_\_ WHERE? \_\_\_\_\_ WHEN?  
\_\_\_\_\_

DO YOU HAVE A VALID DRIVERS LICENSE? \_\_\_\_\_

HAVE YOU EVER BEEN CONVICTED OF A MISDEMEANOR OR FELONY? \_\_\_\_\_

IF YES, WHAT WAS IT? \_\_\_\_\_  
(A CONVICTION RECORD WILL NOT NECESSARILY BE A BAR TO EMPLOYMENT)

### EDUCATION HISTORY

NAME OF SCHOOL LOCATION OF SCHOOL	CIRCLE HIGHEST GRADE COMPLETED	MAJOR AREA OF STUDY
<u>HIGH SCHOOL</u>	<b><u>PLEASE CIRCLE</u></b> 9, 10, 11, 12, OR GED	
<u>COLLEGE</u>	<b>HOW MANY YEARS</b> 1, 2, 3, 4	
<u>TRADE OR BUSINESS</u>		
<u>GRADUATE</u>		

## WORK EXPERIENCE

PLEASE LIST BELOW YOUR LAST FOUR EMPLOYERS, STARTING WITH YOUR PRESENT OR LAST PLACE OF EMPLOYMENT

DATE MONTH/YEAR	NAME, ADDRESS AND PHONE # OF EMPLOYER	SALARY	POSITION	NAME OF SUPERVISOR	REASON FOR LEAVING
FROM: TO:					
FROM: TO:					
FROM: TO:					
FROM: TO:					

## REFERENCES

PLEASE GIVE THE NAMES OF THREE WORK RELATED REFERENCES WHOM WE MAY CALL. PLEASE DO NOT LIST RELATIVES OR FRIENDS. INDIVIDUALS WITH NO PRIOR WORK EXPERIENCE MAY LIST SCHOOL OR VOLUNTER RELATED REFERENCES.

NAME & POSITION

COMPANY

TELEPHONE #

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

## APPLICANT'S STATEMENT

BY SIGNING THIS APPLICATION, I UNDERSTAND THAT IF HIRED BY THE COMPANY, I WILL BE AN EMPLOYEE AT WILL. THIS MEANS MY EMPLOYMENT WITH THE COMPANY MAY BE TERMINATED AT ANY TIME AT THE OPTION OF THE COMPANY OR MYSELF. I ALSO UNDERSTAND THAT NEITHER THIS APPLICATION NOR ANY COMMUNICATION BY A MANAGEMENT REPRESENTATIVE IS INTENDED TO CREATE OR DOES IN FACT CREATE A CONTRACT OF EMPLOYMENT.

I AGREE TO CONFORM TO THE RULES AND REGULATIONS OF THE COMPANY AND I UNDERSTAND THAT THE COMPANY HAS COMPLETE DISCRETION TO MODIFY SUCH RULES AND REGULATIONS AT ANY TIME WITH THE EXCEPTION IT WILL NOT MODIFY ITS POLICY OF EMPLOYMENT AT WILL.

I HEREBY AUTHORIZE YOU TO CONDUCT ANY INVESTIGATION NECESSARY CONCERNING ANY PART OF MY BACKGROUND RELATED TO THE POSITION I AM SEEKING. I RELEASE ALL PARTIES FROM ANY LIABILITY IN CONNECTION WITH THE PROVISION AND USE OF SUCH INFORMATION.

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 GROUNDS FOR IMMEDIATE DISMISSAL.

DATE: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_