

APPLICATION FOR EMPLOYMENT

Date: _____

Federal and State laws prohibit discrimination in employment because of gender, age, race, color, religion, marital status, national origin, citizenship, veteran status, disability, arrest records, genetic predisposition of carrier status, political activities and legal activities conducted outside of work hours.

Name _____ Telephone: () _____
(First) (Middle Initial) (Last)

Present address: _____
(Street) (City) (State) (Zip Code)

Are you either a U.S. citizen or an alien who has the legal right to remain and work in the U.S.? (You will be required to furnish proof of lawful work status if you are extended a job offer.)

yes No

Have you ever been convicted of a crime? yes No

If so, please describe fully the criminal conviction(s), listing the nature of the offense, your age at the time of the offense, your rehabilitation since the conviction(s). A record will not necessarily be a bar to employment

Position(s) applied for:

Date you can start:

Have you ever worked for this company before:

yes No

When:

Supervisor:

Reason for leaving:

Highest grade completed:

1 2 3 4 5 6 7 8 - Grade School,

9 10 11 12 - High School,

1 2 3 4 - College

Name of School last attended:

License, Vocational or Trade Training:

List your work experience (starting with your present or most recent employer) for the last five years or your last three employers, whichever will provide us with the greatest information about you. Please account for all periods of unemployment in this section.

Name of employer:

Dates employed from (Mo./Yr.) to (Mo./Yr.):

Address:

Salary (At start)

(At finish):

Job title:

Supervisor:

Briefly describe your duties and work experience:

Reason for leaving:

Name of employer:

Dates employed from (Mo./Yr.) to (Mo./Yr.):

Address:

Salary (At start):

(At finish):

Job Title:

Briefly describe your duties and work experience:

Reason for leaving:

Name of employer:

Dates employed from (Mo./Yr.) to (Mo./Yr.):

Address:

Salary (At start):

(At finish):

Job title:

Supervisor:

Briefly describe your duties and work experience:

Reason for leaving:

May we contact your present employer at this time?

yes

No

Give the names of three persons not related to you, whom you have known professionally at least three years:

Name

Address

Telephone number

Years known

I understand that my employment may be terminated with or without cause or notice, at any time, at either my option or that of the Company. I understand that no management representative has any authority to enter into any agreement for continuing employment for any specific period of time of which is contrary to the foregoing without written approval of the Company. I give the Company permission to contact all or any of my previous employers and references and authorize them to disclose any information the company may request in the course of its investigation of this application for employment, and I hereby release the company and such references and prior employers from any and all liability with respect to such disclosures. After a tentative offer of employment has been made, if requested by the Company, I understand that any offer of employment is conditioned upon receipt of satisfactory references and satisfactory completion of such job-related medical examination. I also understand that I may be requested now or at any subsequent time during my employment with the company to submit to drug and/or alcohol tests, at the company's expense. I understand that if I refuse to take the test, my employment may be terminated immediately. I have provided truthful and complete responses to all inquiries in the application and authorize the company to investigate all statements contained in the application. I understand that the discovery of any falsification or omission constitutes a ground for immediate dismissal. If employed, I will abide by the Company's rules and regulations, which I understand are subject to change by the Company.

Applicant's Signature: _____ Date: _____

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