

Employment Application

Company Name is an Equal Opportunity Employer. Company Name does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, of any other characteristic protected by applicable state or federal civil rights laws.

Name:	Date:	
Address:		
City:	State:	Zip:
Home Phone:	Alternate Phone:	

Position applied for: _____

Are you at least 18 years old? _____
(If no, you may be required to provide authorization or waiver)

Do you have the legal right to work and be employed in the U.S.? Yes No
(Proof of identity and legal authority to work in the U.S. is a condition of employment.)

Have you ever been convicted of, or pled guilty or no contest to a crime other than a minor traffic violation within the last seven years? Yes No
(Please exclude convictions that have been sealed, expunged, or legally eradicated. A conviction is not an automatic bar to employment. Each case will be considered on its own merits.)

If yes, please explain in detail on a separate piece of paper and include the date of final disposition of the case and the nature of the offense. This information will not necessarily disqualify you from employment but false or misleading information will. Factors such as age and time of the offense, seriousness and nature of the violation, and rehabilitation will be taken into account.

Are you able to perform the essential functions of the position for which you are applying, either with or without reasonable accommodations? _____

Do you have a reliable means of transportation to and from work? _____

For driving positions only *

*Do you have a valid driver's license? _____

*Have you been convicted of any moving violations in the past five years? _____

*If yes, please explain: _____

Highest Level of Education

Name of School: _____

School Address: _____

Course of Study: _____ Degree or Diploma: _____

List Employment History

Company No. 1

Name of Employer: _____ Position Held: _____

Employer Address: _____

Dates of Employment: _____ Final Pay: _____

Reference Name: _____ Telephone Number: _____

Reason for Leaving: _____

Company No. 2

Name of Employer: _____ Position Held: _____

Employer Address: _____

Dates of Employment: _____ Final Pay: _____

Reference Name: _____ Telephone Number: _____

Reason for Leaving: _____

Statement (Please read this statement carefully before signing this application):

I hereby certify that the information contained in this application and on the attached resume is true and correct to the best of my knowledge and agree to have any of the statements checked by the Company unless I have indicated to the contrary. I authorize the references I present, as well as all other individuals whom the Company contacts, to provide the Company any and all information concerning my previous employment and any other pertinent information that they may have. Further, I release all parties and persons from any and all liability for any damages that may result from furnishing such information to the Company as well as from any use or disclosure of such information by the Company or any of its agents, employees, or representatives. I understand that any misrepresentation, falsification, or material omission of information on the application may result in my failure to receive an offer or, if I am hired, my immediate dismissal from employment.

In consideration of my employment, I agree to conform to the rules and standards of the Company. I further agree that my employment and compensation can be terminated at will, with or without cause, and with or without notice, at any time, either at my option or at the option of the Company.

I understand this application will be active for a period of 30 days; after that time, if I wish to be considered for employment, I must submit a new application. I certify that all the statements in this completed application are true and understand that any falsification or willful omission shall be sufficient cause for dismissal or refusal to hire.

Signature of Applicant: _____ Date Signed: _____



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