

## EMPLOYMENT APPLICATION

Position Applied For: \_\_\_\_\_ Date of Application: \_\_\_\_\_

Last Name: \_\_\_\_\_ First Name \_\_\_\_\_ Middle Name \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Are you 18 years or older? Yes  No

Have you ever been employed with us before? Yes  No  If yes, give dates & positions: \_\_\_\_\_

\_\_\_\_\_

Date Available for Work \_\_\_\_\_ Desired Salary Range \_\_\_\_\_

### Educational Background:

Name and Location	Number of years completed	Course of Study	Degree?
High School or GED			
College			
Other			

### Special Skills and Qualifications:

Please summarize special job-related skills and qualifications acquired from employment or other experience. Please include any licenses and/or certificates that may qualify you as being able to perform job-related functions in the position for which you are applying.

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**Employment History:**

Employer:	Length of Service	Work Performed
Address:	Telephone:	
Job Title:	Supervisor:	Dates Employed:
Reason for Leaving:		
Employer:	Length of Service	Work Performed
Address:	Telephone:	
Job Title:	Supervisor:	Dates Employed:
Reason for Leaving:		
Employer:	Length of Service	Work Performed
Address:	Telephone:	
Job Title:	Supervisor:	Dates Employed:
Reason for Leaving:		

**References:**

Give name, address and telephone number and number of years known of three references that are not related to you and are not previous employers.

Name & Address:	Telephone:	Number of Years Known

**Applicant's Statement**

I certify that all information I have provided in order to apply for and secure work with the employer is true, complete, and correct.

I understand that any information provided by me that is found to be false, incomplete or misrepresented in any respect, will be sufficient cause to: (i) Cancel further consideration of this application, or (ii) Immediately discharge me from the employer's service, whenever it is discovered.

I expressly authorize, without reservation, the employer, its representatives, employees or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities, and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, or job interview. I hereby waive any and all rights and claims I may have regarding the employer, its agents, employees or representatives, for seeking, gathering and using such information in the employment process and all other person, corporations or organizations for furnishing such information about me.

I understand that the employer does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or excusing any applicant from consideration for employment on a basis prohibited by applicable local, state, or federal law.

I understand that this application for employment shall be considered active for a period of time not to exceed 45 days. At the conclusion of that time, if I have not heard from the employer and wish to be considered for employment beyond this time period I should inquire as to whether or not applications are being accepted at that time.

I understand that neither this document nor any offer of employment from the employer constitutes an employment contract unless a specific document to that effect is executed by the employer and employee in writing.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_