

# EMPLOYMENT APPLICATION

## An Equal Opportunity Employer

Do not answer any question you feel might be used to discriminate against you for any reason prohibited by law.  
For any such question, fill in "can not answer".

### PERSONAL IDENTIFICATION

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

Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
Street City State Zip

### WORK PREFERENCE

Date available for work: \_\_\_\_\_ Salary or Pay  
Kind of work desired: \_\_\_\_\_ you expect: \_\_\_\_\_

List job benefits, other than wages you expect or want in order of importance: \_\_\_\_\_

Describe your prior experience in the kind of work you want: \_\_\_\_\_

List any job related formal schooling or training: \_\_\_\_\_

List any job related licenses or certificates you may have: \_\_\_\_\_

List any job related special skills you may have (Typing, machine operation, etc.): \_\_\_\_\_

### AVAILABILITY FOR WORK

Type of work: Part Time \_\_\_\_\_ Full Time \_\_\_\_\_ Temporary or Short Term \_\_\_\_\_ Long Term \_\_\_\_\_  
Shifts or times you will work: Day \_\_\_\_\_ Afternoon \_\_\_\_\_ Night Shift \_\_\_\_\_ Rotating \_\_\_\_\_

Will you work daily overtime on occasion if necessary? \_\_\_\_\_

Will you work extra days in the week if necessary? \_\_\_\_\_

Note: Please indicate conditions you prefer or would except and other information by entering "yes" or "no" in every blank in the remainder of the sections on this page.

### PRESENT EMPLOYMENT

Do you have to give advance notice to your present employer? Yes\_\_ No\_\_

### PERSONAL

Would you be willing to take a drug/alcohol screening exam before and after employment if requested? Yes\_\_ No\_\_

Have you missed more than a day or two of work or school for any reason in the past year? Yes\_\_ No\_\_

Are you 18 years of age or older? Yes\_\_ No\_\_

### PRIOR EVENTS

Have you ever worked for or applied for work at this company before? Yes\_\_ No\_\_

Have you ever been discharged for cause? Yes\_\_ No\_\_

Have you ever been convicted of a felony? (a criminal record does not automatically bar employment) Yes\_\_ No\_\_

(Over)

**EDUCATION & TRAINING**

Grade and High School Name of last High School: \_\_\_\_\_ Location: \_\_\_\_\_ Did you graduate? \_\_\_\_\_  
Circle highest year completed: 1 2 3 4 5 6 7 8 9 10 11 12 Special course (Typing, Etc.) \_\_\_\_\_

College or University Name: \_\_\_\_\_ Location: \_\_\_\_\_  
Years attended: \_\_\_\_\_ Circle degree attained: A.A. A.S. B.A. B.S. Other: \_\_\_\_\_  
Major subject: \_\_\_\_\_ Grade point average: \_\_\_\_\_

Other (Graduate, Name: \_\_\_\_\_ Location: \_\_\_\_\_  
Trade School, Length of course: \_\_\_\_\_ Was course completed: \_\_\_\_\_  
Correspondence Subject: \_\_\_\_\_ Grade point average: \_\_\_\_\_  
School, Etc.)

**EMPLOYMENT** (Begin on the first line with your present or most recent position and work back.)

1. Employer: \_\_\_\_\_ Address: \_\_\_\_\_  
Main Duties: \_\_\_\_\_ Phone: \_\_\_\_\_  
From: \_\_\_\_\_ To: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
What did you like about this job? \_\_\_\_\_ What did you dislike about this job? \_\_\_\_\_  
Reason for leaving? \_\_\_\_\_ Reference check contact: \_\_\_\_\_

2. Employer: \_\_\_\_\_ Address: \_\_\_\_\_  
Main Duties: \_\_\_\_\_ Phone: \_\_\_\_\_  
From: \_\_\_\_\_ To: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
What did you like about this job? \_\_\_\_\_ What did you dislike about this job? \_\_\_\_\_  
Reason for leaving? \_\_\_\_\_ Reference check contact: \_\_\_\_\_

3. Employer: \_\_\_\_\_ Address: \_\_\_\_\_  
Main Duties: \_\_\_\_\_ Phone: \_\_\_\_\_  
From: \_\_\_\_\_ To: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
What did you like about this job? \_\_\_\_\_ What did you dislike about this job? \_\_\_\_\_  
Reason for leaving? \_\_\_\_\_ Reference check contact: \_\_\_\_\_

4. List other positions and periods of unemployment (Use extra sheet if necessary).

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

CERTIFICATE OF APPLICANT (read carefully before signing.) All information provided by me is true and correct to the best of my knowledge. I understand that any omissions or misrepresentations on this application may result in rejection or if employed, may be cause for subsequent dismissal. I hereby authorize any former employer, person, firm or corporation listed herein including this company to answer any and all questions and agree to hold all persons harmless for giving any and all truthful information within their knowledge or records. I understand that this is a preliminary application and not a contract to employ me. I understand and agree that any employment I may obtain is for no definite period of time. If employed, I agree to comply with all rules of the company as a condition of continued employment.

This employment Application is used to notify me that the nature and scope of an investigation, if one is conducted, could include such general identification information as residence verification, and, as applicable, information concerning my employment, education, general reputation, character, personal characteristics, and habits and that such information may be developed through personal interviews with third parties such as family members, neighbors, friends, associates, former employers, financial sources, and custodians of official records. Only job-related information developed from such a corporation to answer all questions or release any information regarding the items listed in this paragraph. I hereby release them from any liability and hold them harmless from any claim releasing any truthful information within their knowledge and/or records.

I authorize the company to release to any person, firm, entity or organization with which I may seek employment in the future, any truthful information concerning my work experience with the company. I hereby release and hold the company harmless from any claim for releasing any truthful information within it's knowledge and/or records.

Date \_\_\_\_\_ Signature of Applicant \_\_\_\_\_

QUALIFIED APPLICANTS RECEIVE EQUAL CONSIDERATION. NO QUESTION IS ASKED FOR THE PURPOSE OF EXCLUDING ANY APPLICANT DUE TO RACE, CREED, COLOR, NATIONAL ORIGIN, RELIGION, AGE, DISABILITY, SEX, ETC.

"AN EQUAL OPPORTUNITY EMPLOYER"