



EMPLOYMENT APPLICATION

THIS APPLICATION IS NOT AN EMPLOYMENT CONTRACT but merely is intended to evaluate suitability for employment. It is the policy of the Company to provide equal employment to all qualified persons without discrimination on the basis of sex, race, color, religion, age, marital status, national origin, citizenship, disability, veteran status, or any other status protected under state or federal law. It is also the policy of the Company to have the option of conducting pre-employment screening before a job offer is made. This application will remain active for 180 days.

Type or Print

Personal

Full Name: _____

Address: _____ City: _____ State: _____

HM Phone No: _____ Cell No: _____

Citizenship: U.S / Permanent Resident Yes _____ No _____

If No, are you authorized to work in the US? Yes _____ No _____

Employment

Position: _____ Desired Salary: _____

Available Start Date: _____ Desired: Full Time _____ Part Time _____

Available to Work: _____ Day _____ Evening _____ Shift _____ Rotating _____ Weekends _____
Overtime when necessary (if applicable) _____

Education

	High School	Technical School/College	Other
Name:			
Address:			
# Years Completed:			
Degree Received:			

Skills and Training

Please list any additional information that relates to your ability to perform the job for which you have applied (such as licenses, professional memberships, certifications) :

Employment History (Begin with the most recent Employment)

Are you currently employed? Yes___ No___ If yes, may we contact your current employer? Yes___No___

Company Name: _____ Job Title: _____

Address: _____

Telephone No.: _____ Dates Employed: _____

Job Functions: _____

Supervisor: _____ Pay Rate Upon Leaving: _____

Reason for leaving: _____

Company Name: _____ Job Title: _____

Address: _____

Telephone No.: _____ Dates Employed: _____

Job Functions: _____

Supervisor: _____ Pay Rate Upon Leaving: _____

Reason for leaving: _____

Company Name: _____ Job Title: _____

Address: _____

Telephone No.: _____ Dates Employed: _____

Job Functions: _____

Supervisor: _____ Pay Rate Upon Leaving: _____

Reason for leaving: _____

Attach additional pages if necessary

Professional Business References (Please do not include relatives)

Name	Complete Address	Contact Number	Occupation	Years Known

Initial all areas listed below and provide a response where needed:

AUTHORIZED TO WORK IN THE UNITED STATES:

_____(Initial) I am authorized to work in the United States and I understand that under the Immigration Reform and Control Act of 1986, that I will be required to provide documents verifying my identity and eligibility to work in the United States.

ADDITIONAL EMPLOYMENT INFORMATION:

Is there any information we would need about your name, or use of another name, for us to be able to check your work record?

Yes _____ No _____

If yes, please specify: _____

Have you been convicted of or plead guilty to a felony?

Yes _____ No _____

If yes, please explain: _____

Have you reviewed or received a description of the job that you are applying for?

Yes _____ No _____

Do you understand the job requirements?

Yes _____ No _____

If no, please explain: _____

Answer the following questions if the position you are applying for requires driving a motor vehicle:

Do you have a valid driver's license?

Yes _____ No _____

If Yes: Driver's License Number: _____ Date of Issue: _____

Have you been convicted of or plead guilty to any traffic-related offense within the past five years?

Yes _____ No _____

Have you had your driver's license suspended or revoked or have had your driving privileges modified by a court of law?

Yes _____ No _____

List all states from which you hold or have held a driver's license:

APPLICANT'S CERTIFICATION AGREEMENT

1. I authorize the investigation of all statements contained in this application and release from all liability any persons or employers supplying such information, and I also release the Company from all liability that might result from making the investigation.
2. I certify that the facts and information set forth in this application are true and complete to the best of my knowledge. I understand that falsification, misrepresentation, or omission of facts on this application (or on any required documents) will be cause for denial of employment or immediate termination of employment, regardless of when or how discovered.
3. I agree, if I am offered and accept a position, to comply with all existing and future Company rules and regulations and I understand that the Company reserves the right to change wages, hours and working conditions as deemed necessary. ***I ALSO UNDERSTAND THAT, IF HIRED, MY EMPLOYMENT WILL BE AT-WILL, MEANING THAT EITHER PARTY CAN END THE EMPLOYMENT RELATIONSHIP AT ANY TIME AND FOR ANY OR NO REASON.***
4. I understand that any employment offer is contingent upon my providing, within three (3) working days of employment, valid proof of identity and eligibility to work in order to comply with the Immigration Reform and Control Act of 1986.
5. I have read and reviewed the information provided in this application and the above statements. By signing this application for employment I certify that I understand all parts of it and have answered all questions completely and fully.

Applicant's Signature

Date