

# Employment Application



## Applicant Information

Applicant Name \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Email Address \_\_\_\_\_

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

## Positions

Position(s) applying for: \_\_\_\_\_

How were you referred to our Company?: \_\_\_\_\_

### Are you applying for:

1. Temporary part-time work – such as summer or holiday work? [ ] Y or [ ] N
2. Regular part-time work? [ ] Y or [ ] N

What days and hours are you available for work? \_\_\_\_\_

If hired, on what date can you start working? \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Can you work on the weekends? [ ] Y or [ ] N Can you work evenings? [ ] Y or [ ] N

## Personal Information:

Have you ever applied to / worked for our Company prior? [ ] Y or [ ] N

Are you currently employed? [ ] Y or [ ] N Are you over the age of 18? [ ] Y or [ ] N

If hired, are you willing to submit and pass a controlled substance test? [ ] Y or [ ] N

Have you ever been convicted of a criminal offense (felony/misdemeanor)? [ ] Y or [ ] N

If yes, please state the nature of the crime(s), when and where convicted and disposition of the case. \_\_\_\_\_

*(Note: No applicant will be denied employment solely on the grounds of conviction of a criminal offense).*

## Education, Training and Experience

### High School:

School name: \_\_\_\_\_ School city, state, zip: \_\_\_\_\_

Number of years completed: \_\_\_\_\_ Did you graduate? [ ] Y or [ ] N

### College / University / Other:

School name: \_\_\_\_\_ School city, state, zip: \_\_\_\_\_

Number of years completed: \_\_\_\_\_ Did you graduate? [ ] Y or [ ] N

## Employment History

Please describe past and present employment positions, dating back 5 years.

Name of Employer: \_\_\_\_\_ Name of Supervisor: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_ City, state, zip: \_\_\_\_\_  
Length of Employment (Dates): \_\_\_\_\_ Reason for leaving \_\_\_\_\_  
Position & Duties: \_\_\_\_\_  
May we contact this employer for references? [ ] Y or [ ] N

Name of Employer: \_\_\_\_\_ Name of Supervisor: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_ City, state, zip: \_\_\_\_\_  
Length of Employment (Dates): \_\_\_\_\_ Reason for leaving \_\_\_\_\_  
Position & Duties: \_\_\_\_\_  
May we contact this employer for references? [ ] Y or [ ] N

Name of Employer: \_\_\_\_\_ Name of Supervisor: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_ City, state, zip: \_\_\_\_\_  
Length of Employment (Dates): \_\_\_\_\_ Reason for leaving \_\_\_\_\_  
Position & Duties: \_\_\_\_\_  
May we contact this employer for references? [ ] Y or [ ] N

## References

List 3 people who have knowledge of your work performance within the last 5 years.

1. Name - First, Last: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_ City, state: \_\_\_\_\_  
Occupation: \_\_\_\_\_ Number of Years Acquainted: \_\_\_\_\_
2. Name - First, Last: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_ City, state: \_\_\_\_\_  
Occupation: \_\_\_\_\_ Number of Years Acquainted: \_\_\_\_\_
3. Name - First, Last: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_ City, state: \_\_\_\_\_  
Occupation: \_\_\_\_\_ Number of Years Acquainted: \_\_\_\_\_

## Please Read, then Sign Below

I certify that I have not purposely withheld any information that might adversely affect my chances for hiring. I attest to the fact that the answers given by me are true & correct to the best of my knowledge and ability. I understand that any omission (including any misstatement) of material fact on this application or on any document used to secure can be grounds for rejection of application or, if I am employed by this company, terms for my immediate expulsion from the company. •I understand that if I am employed, my employment is not definite and can be terminated at any time either with or without prior notice, and by either me or the company. •I permit the company to examine my references, record of employment, education record, and any other information I have provided. I authorize the references I have listed to disclose any information related to my work record and my professional experiences with them, without giving me prior notice of such disclosure. In addition, I release the company, my former employers & all other persons, corporations, partnerships & associations from any & all claims, demands or liabilities arising out of or in any way related to such examination or revelation.

**Applicant's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_