

Application for Employment



Instructions: It is the policy of the company to provide equal opportunity with regard to all terms and conditions of employment. The company complies with federal and state laws prohibiting discrimination on the basis of race, color, religion, creed, national origin, disability, veteran status, age, or any other protected characteristic.

Name _____

Phone () _____

Address _____

City/State/Zip _____

Position applied for _____

Shift Preferred 1__ 2__ 3__ Any__

Expected Pay _____

Would you accept full-time work? Yes__ No__

Would you accept part-time work? Yes__ No__

On what date would you be available for work? _____

Have you ever been employed here before No__ Yes__ Dates _____

Special Training or Skills:

Languages, machine operation, etc. that would be of benefit in the job for which you are applying. _____

Are you legally eligible for employment in the United States? Yes__ No__
If yes, proof is required.

For Office Use Only

Hire Date _____

Position _____

Rate _____

Class _____

Skill _____

Other _____

Notes: _____

Attachments

- _____ Resume
- _____ Applicant Reference Check
- _____ Applicant Interview
- _____ Payroll Change Notice
- _____ Employee Data Card

Employment Experience

Place a * by the employer(s) you do not want us to contact. List your most recent employer first.

1. Employer _____

Address _____

_____ Phone() _____

Job Title _____ Supervisor _____

Dates Employed: from (mm/yy) _____ to (mm/yy) _____ Hourly rate/salary: starting _____ final _____

2. Employer _____

Address _____

_____ Phone() _____

Job Title _____ Supervisor _____

Dates Employed: from (mm/yy) _____ to (mm/yy) _____ Hourly rate/salary: starting _____ final _____

3. Employer _____

Address _____

_____ Phone() _____

Job Title _____ Supervisor _____

Dates Employed: from (mm/yy) _____ to (mm/yy) _____ Hourly rate/salary: starting _____ final _____

4. Employer _____

Address _____

_____ Phone() _____

Job Title _____ Supervisor _____

Dates Employed: from (mm/yy) _____ to (mm/yy) _____ Hourly rate/salary: starting _____ final _____

Educational Background

Grammar School:

Name of School _____ Location _____

Course of Study _____ Did you graduate? ___yes ___no Degree or Diploma _____ Date _____

High School:

Name of School _____ Location _____

Course of Study _____ Did you graduate? ___yes ___no Degree or Diploma _____ Date _____

College:

Name of School _____ Location _____

Course of Study _____ Did you graduate? ___yes ___no Degree or Diploma _____ Date _____

Graduate School:

Name of School _____ Location _____

Course of Study _____ Did you graduate? ___yes ___no Degree or Diploma _____ Date _____

Vocational Training-Other:

Name of School _____ Location _____

Course of Study _____ Did you graduate? ___yes ___no Degree or Diploma _____ Date _____

I CERTIFY THAT ALL THE INFORMATION SUBMITTED BY ME ON THIS APPLICATION IS TRUE AND COMPLETE, AND I UNDERSTAND THAT IF ANY FALSE INFORMATION, OMISSIONS, OR MISREPRESENTATIONS ARE DISCOVERED, MY APPLICATION MAY BE REJECTED, AND IF I AM EMPLOYED, MY EMPLOYMENT MAY BE TERMINATED AT ANY TIME.

IN CONSIDERATION OF MY EMPLOYMENT, I AGREE TO CONFORM TO THE COMPANY'S RULES AND REGULATIONS, AND I AGREE THAT MY EMPLOYMENT AND COMPENSATION CAN BE TERMINATED, WITH OR WITHOUT CAUSE, AND WITH OR WITHOUT NOTICE AT ANY TIME, AT EITHER MY OR THE COMPANY'S OPTION. I ALSO UNDERSTAND AND AGREE THAT THE TERMS AND CONDITION OF MY EMPLOYMENT MAY BE CHANGED, WITH OR WITHOUT CAUSE AND WITH OR WITHOUT NOTICE, AT ANY TIME BY THE COMPANY. I UNDERSTAND THAT NO COMPANY REPRESENTATIVE, OTHER THAN ITS PRESIDENT, AND THEN ONLY WHEN IN WRITING AND SIGNED BY THE PRESIDENT, HAS ANY AUTHORITY TO ENTER INTO ANY AGREEMENT FOR EMPLOYMENT FOR ANY SPECIFIC PERIOD OF TIME, OR TO MAKE ANY AGREEMENT CONTRARY TO THE FOREGOING.

Applicant's Signature _____ Date _____

