

APPLICATION FOR EMPLOYMENT

NAME:		DATE:	
STREET ADDRESS:		CITY, STATE, ZIP:	
PHONE NUMBER:		REFERRED BY:	
POSITION APPLYING FOR:		DESIRED SALARY:	
ARE YOU CURRENTLY EMPLOYED?		DATE YOU CAN START:	
IF APPLICABLE, MAY WE CONTACT YOUR CURRENT EMPLOYER?			
HAVE YOU EVER APPLIED HERE BEFORE? IF SO, WHEN?			
IF YOU ARE UNDER AGE 18, CAN YOU PROVIDE PROOF OF AUTHORIZATION TO WORK?			
HAVE YOU EVER WORKED UNDER ANOTHER NAME? IF YES, WHAT WAS IT?			
ARE YOU LEGALLY ELIGIBLE TO WORK IN THE UNITED STATES? (Proof of identity and eligibility will be required upon employment)			
HAVE YOU EVER BEEN CONVICTED OF A FELONY OR MISDEMEANOR? IF YES, PROVIDE DETAILS BELOW:			

EDUCATIONAL BACKGROUND

HIGH SCHOOL	SCHOOL NAME, CITY AND STATE:			
	DID YOU GRADUATE?		DIPLOMA, DEGREE, OR CERTIFICATE?	
	AREA(S) OF STUDY?			
COLLEGE	SCHOOL NAME, CITY AND STATE:			
	DID YOU GRADUATE?		DIPLOMA, DEGREE, OR CERTIFICATE?	
	AREA(S) OF STUDY?			
VOCATIONAL OR OTHER SCHOOL	SCHOOL NAME, CITY AND STATE:			
	DID YOU GRADUATE?		DIPLOMA, DEGREE, OR CERTIFICATE?	
	AREA(S) OF STUDY?			



PLEASE LIST ANY OTHER SPECIAL SKILLS OR TRAINING YOU POSSESS:

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EMPLOYMENT HISTORY (START WITH MOST RECENT EMPLOYMENT)

COMPANY NAME, ADDRESS AND PHONE NUMBER:							
START DATE:		END DATE:		STARTING SALARY:		ENDING SALARY:	
POSITIONS HELD:							
BRIEF DESCRIPTION OF WORK PERFORMED:							
REASON FOR LEAVING?							
COMPANY NAME, ADDRESS AND PHONE NUMBER:							
START DATE:		END DATE:		STARTING SALARY:		ENDING SALARY:	
POSITIONS HELD:							
BRIEF DESCRIPTION OF WORK PERFORMED:							
REASON FOR LEAVING?							
COMPANY NAME, ADDRESS AND PHONE NUMBER:							
START DATE:		END DATE:		STARTING SALARY:		ENDING SALARY:	
POSITIONS HELD:							
BRIEF DESCRIPTION OF WORK PERFORMED:							
REASON FOR LEAVING?							



PERSONAL REFERENCES (NOT RELATED TO YOU) Note: You should advise each person that you have listed him or her as a reference.

NAME:		OCCUPATION:		PHONE NUMBER:	
NAME:		OCCUPATION:		PHONE NUMBER:	
NAME:		OCCUPATION:		PHONE NUMBER:	

AUTHORIZATION

I CERTIFY THAT THE INFORMATION I HAVE PROVIDED IN THIS APPLICATION IS TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE AND I UNDERSTAND THAT ONE OR MORE FALSE, MISLEADING OR OMITTED STATEMENTS WITHIN THIS APPLICATION IS GROUNDS DENIAL OF EMPLOYEMENT OR IMMEDIATE TERMINATION OF EMPLOYMENT.

I AUTHORIZE THE INVESTIGATION OF ALL STATEMENTS AND INFORMATION CONTAINED IN THIS APPLICATION. I RELEASE FROM ALL LIABILITY ANYONE SUPPLYING SUCH INFORMATION AND I ALSO RELEASE THE EMPLOYER FROM ALL LIABILITY THAT MIGHT RESULT FROM MAKING AN INVESTIGATION.

I UNDERSTAND THAT IF I AM HIRED, MY EMPLOYMENT IS FOR NO DEFINITE TIME AND MAY BE TERMINATED AT ANY TIME WITHOUT PRIOR NOTICE. I ALSO UNDERSTAND AND AGREE THAT NO REPRESENTATIVE OF THE COMPANY HAS ANY AUTHORITY TO ENTER INTO ANY AGREEMENT FOR EMPLOYMENT FOR ANY SPECIFIED PERIOD, OR TO MAKE ANY AGREEMENT CONTRARY TO THE FOREGOING, UNLESS IT IS IN WRITING AND SIGNED BY THE PRESIDENT.

APPLICANT SIGNATURE & DATE: _____

WE ARE AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER