

Employment Application

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 _____

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? Yes No 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.

Employment Experience

Please list your past employer(s) most recent first.

1. Employer _____
Address _____
Phone () _____
Job Title _____ Supervisor _____
Dates Employed: from (mm/yy) _____ to (mm/yy) _____
Hourly rate/salary: starting _____ final _____
Work Performed _____
Reason for Leaving _____
2. Employer _____
Address _____
Phone () _____
Job Title _____ Supervisor _____
Dates Employed: from (mm/yy) _____ to (mm/yy) _____
Hourly rate/salary: starting _____ final _____
Work Performed _____
Reason for Leaving _____
3. Employer _____
Address _____
Phone () _____
Job Title _____ Supervisor _____
Dates Employed: from (mm/yy) _____ to (mm/yy) _____
Hourly rate/salary: starting _____ final _____
Work Performed _____
Reason for Leaving _____

Educational Background

Grammar School: _____
Name of school _____ Location _____

Course of study _____ Did you graduate? Yes No
Degree/diploma _____

High School: _____
Name of school _____ Location _____

Course of study _____ Did you graduate? Yes No
Degree/diploma _____

College: _____
Name of school _____ Location _____

Course of study _____ Did you graduate? Yes No
Degree/diploma _____

Graduate School: _____
Name of school _____ Location _____

Course of study _____ Did you graduate? Yes No
Degree/diploma _____

Vocational Training - Other: _____
Name of school _____ Location _____

Course of study _____ Did you graduate? Yes No
Degree/diploma _____

Continuing Education _____

I CERTIFY THAT ALL THE INFORMATION SUBMITTED BY ME ON THIS APPLICATION IS TRUE AND COMPLETE, AND I UNDERSTAND THAT IF ANY FALSE OR MISLEADING 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 UNDERSTAND THAT THESE RULES AND OR THE EMPLOYEE HANDBOOK DO NOT FORM A CONTRACT OF EMPLOYMENT EITHER EXPRESSED OR IMPLIED, 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 CONDITIONS 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 IT'S 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