

# Employment Application



## This is a drug-free workplace offering equal employment opportunities

We do not discriminate on the basis of race, creed, color, sex, religion, age, national origin, disability, citizenship status, veteran status, or any other class protected by state, county, local, or federal regulations.

Today's Date \_\_\_\_\_

## About You

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Middle Initial \_\_\_\_\_

Social Security Number \_\_\_\_\_ Phone Number \_\_\_\_\_

Address \_\_\_\_\_ City/State \_\_\_\_\_ Zip Code \_\_\_\_\_

## Work History

List most recent job first. You must include any gaps in employment, with a full explanation and dates for the gap. You must also provide a complete work history for a minimum of 15 years, if applicable.

**Dates Employed:** From (month/year) \_\_\_\_\_ To (month/year) \_\_\_\_\_

**Employer:** \_\_\_\_\_

Address (City, State, Zip) \_\_\_\_\_

Phone: \_\_\_\_\_ Supervisor's Name \_\_\_\_\_

Job Title: \_\_\_\_\_ Hourly Rate/Salary: Starting \_\_\_\_\_ Final \_\_\_\_\_

Summary of Work Performed & Job Responsibilities: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Resigned  Terminated State Reason: \_\_\_\_\_

**Dates Employed:** From (month/year) \_\_\_\_\_ To (month/year) \_\_\_\_\_

**Employer:** \_\_\_\_\_

Address (City, State, Zip) \_\_\_\_\_

Phone: \_\_\_\_\_ Supervisor's Name \_\_\_\_\_

Job Title: \_\_\_\_\_ Hourly Rate/Salary: Starting \_\_\_\_\_ Final \_\_\_\_\_

Summary of Work Performed & Job Responsibilities: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Resigned  Terminated State Reason: \_\_\_\_\_

## Work History (continued)

**Dates Employed:** From (month/year) \_\_\_\_\_ To (month/year) \_\_\_\_\_

**Employer:** \_\_\_\_\_

Address (City, State, Zip) \_\_\_\_\_

Phone: \_\_\_\_\_ Supervisor's Name \_\_\_\_\_

Job Title: \_\_\_\_\_ Hourly Rate/Salary: Starting \_\_\_\_\_ Final \_\_\_\_\_

Summary of Work Performed & Job Responsibilities: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Resigned  Terminated State Reason: \_\_\_\_\_

**Dates Employed:** From (month/year) \_\_\_\_\_ To (month/year) \_\_\_\_\_

**Employer:** \_\_\_\_\_

Address (City, State, Zip) \_\_\_\_\_

Phone: \_\_\_\_\_ Supervisor's Name \_\_\_\_\_

Job Title: \_\_\_\_\_ Hourly Rate/Salary: Starting \_\_\_\_\_ Final \_\_\_\_\_

Summary of Work Performed & Job Responsibilities: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Resigned  Terminated State Reason: \_\_\_\_\_

**Dates Employed:** From (month/year) \_\_\_\_\_ To (month/year) \_\_\_\_\_

**Employer:** \_\_\_\_\_

Address (City, State, Zip) \_\_\_\_\_

Phone: \_\_\_\_\_ Supervisor's Name \_\_\_\_\_

Job Title: \_\_\_\_\_ Hourly Rate/Salary: Starting \_\_\_\_\_ Final \_\_\_\_\_

Summary of Work Performed & Job Responsibilities: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Resigned  Terminated State Reason: \_\_\_\_\_

**Dates Employed:** From (month/year) \_\_\_\_\_ To (month/year) \_\_\_\_\_

**Employer:** \_\_\_\_\_

Address (City, State, Zip) \_\_\_\_\_

Phone: \_\_\_\_\_ Supervisor's Name \_\_\_\_\_

Job Title: \_\_\_\_\_ Hourly Rate/Salary: Starting \_\_\_\_\_ Final \_\_\_\_\_

Summary of Work Performed & Job Responsibilities: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Resigned  Terminated State Reason: \_\_\_\_\_

## General Information

You must answer *every* question. If a question does not apply, put "N/A"

1. What position are you applying for? \_\_\_\_\_
2. What is your salary expectation? \$ \_\_\_\_\_ When can you start work? (Date) \_\_\_\_\_
3. How were you referred to us? \_\_\_\_\_
4. Have you completed an application here before?  Yes  No If yes, date/location \_\_\_\_\_
5. Have you ever been employed here before?  Yes  No If yes, date/position/location \_\_\_\_\_
6. Are you available to work (*check any that apply*):  Full-time  Part-time  Temporary  Weekends
7. Are there any days or times during the week that you are not available to work?  Yes  No
8. If yes, please list the days/times you are not available to work : \_\_\_\_\_
9. Are you willing to work overtime?  Yes  No Are you at least 18 years old?  Yes  No
10. Are you willing to travel?  Yes  No What percentage of time? \_\_\_\_\_
11. Do you have steady transportation to work?  Yes  No Are you employed now?  Yes  No
12. May we contact your present employer?  Yes  No Are you on a layoff and subject to recall?  Yes  No
13. Why do you desire to make a change? \_\_\_\_\_  
\_\_\_\_\_
14. How much time have you lost from work during the past 12 months? \_\_\_\_\_
15. Have you ever been terminated or asked to resign from a job?  Yes  No If yes, explain \_\_\_\_\_  
\_\_\_\_\_
16. Are you legally eligible to work in the United States?  Yes  No (*Proof of citizenship status/identity required upon hire.*)
17. Have you ever been convicted of or have you ever received a sentence for a crime(s) other than a minor traffic violation?  
(*Answering "yes" is not an automatic bar to employment.*)  Yes  No
18. If so, for each, list type of conviction/sentence, date of the offense, court, and place where the offense occurred.  
\_\_\_\_\_  
\_\_\_\_\_
19. Do you hold a valid Driver's License?  Yes  No If yes, note the state \_\_\_\_\_
20. Have you been convicted of any moving violation(s) in the last three years?  Yes  No
21. If yes, give date(s) and explanation of each. \_\_\_\_\_  
\_\_\_\_\_
22. What three things are most important to you in a job? 1) \_\_\_\_\_ 2) \_\_\_\_\_ 3) \_\_\_\_\_
23. What three adjectives best describe you? 1) \_\_\_\_\_ 2) \_\_\_\_\_ 3) \_\_\_\_\_
24. Why do you want to work here? Have you ever been disciplined at any job for an act of violence, harassment, or discrimination?  
 Yes  No If yes, explain the circumstances, employer, and date \_\_\_\_\_  
\_\_\_\_\_
25. What type of work do you most enjoy? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Special Skills and Qualifications

1. Do you have any special skills, training, or experience that might help you qualify for this job?  Yes  No

2. If yes, please explain \_\_\_\_\_  
\_\_\_\_\_

3. List any professional, trade, business, or civic activities or offices held that would relate to the work here. \_\_\_\_\_  
\_\_\_\_\_

4. What foreign languages do you fluently speak, read, and/or write that would relate to the work here? \_\_\_\_\_  
\_\_\_\_\_

## Educational Background

| Schooling                         | Did you graduate?                                  | Years Completed | Degree Received & Major subject | Name of School | Location |
|-----------------------------------|--|-----------------|---------------------------------|----------------|----------|
| Grammar or High School            | <input type="radio"/> yes <input type="radio"/> no |                 |                                 |                |          |
| Trade, Business or Correspondence | <input type="radio"/> yes <input type="radio"/> no |                 |                                 |                |          |
| College                           | <input type="radio"/> yes <input type="radio"/> no |                 |                                 |                |          |
| Graduate School                   | <input type="radio"/> yes <input type="radio"/> no |                 |                                 |                |          |

## Military Service

Branch of Service: \_\_\_\_\_ Rank at discharge, if applicable \_\_\_\_\_

List duties and special training \_\_\_\_\_  
\_\_\_\_\_

## Agreement and Release

For the purpose of this agreement and release, the organization that has provided you with this application is referred to as “the company,” “this company,” or “you.” The facts set forth above in my application for employment are true and complete. I understand that false statements or omission of information on this application or any other employment form may lead to dismissal or denial of employment. You are hereby authorized to make any investigation of my personal history, financial, criminal, credit, and motor vehicle records through any investigative or credit agencies or bureaus of your choice. You are also authorized to administer personality profile tests and verify my background. A criminal record or sentence is not an automatic disqualification for employment. I agree to submit to any drug or alcohol testing prior to or after employment, and I agree to submit to a medical evaluation, if required. In making this application for employment, I also understand that an investigative consumer report may be made whereby information is obtained through personal interviews with my neighbors, friends, or others with whom I am acquainted. In exchange for the consideration of my employment application by this company, I hereby release and forever discharge this company (including its directors, officers, employees, and agents) and my past and/or present employers (their directors, officers, employees, and agents) from any liabilities which may result from an investigation of my past and/or present employment or from the disclosure of such information. I authorize the use of any information in this application to verify my statements, and I authorize the past employers, all references, and any other persons to answer all questions asked concerning my ability, character, reputation, and previous employment record. I understand that if my application is accepted that employment with this company at all times is employment “at will.” It is further understood that this “at will” relationship may not be changed by any written document, verbal statements, or by conduct unless an authorized executive of this company specifically acknowledges such change. I further understand that my “at will” employment may be terminated at any time by this company or myself and includes no guarantee, contract, or promise of employment for any specific length of time. I understand that the first 90 days of employment is a new-hire introductory period.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_