



# Employment Application

## APPLICANT INSTRUCTIONS

If you need help filling out this application form or for any phase of the employment process, please notify the person that gave you this form and every effort will be made to accommodate your needs in a reasonable amount of time.

1. Please read "APPLICANT NOTE" below
2. Complete both sides of this page
3. If more space is needed to complete any question, use comments section at bottom
4. Print clearly; Incomplete or illegible applications will not be processed. PLEASE NOTE "NOT APPLICABLE" if not answering a question.
5. Provide only requested information. Failure to do so may result in disqualification of your application

NAME: \_\_\_\_\_  
LAST FIRST MI.

HOME PHONE: \_\_\_\_\_ WORK PHONE: \_\_\_\_\_

CURRENT ADDRESS: \_\_\_\_\_  
STREET

PRIOR ADDRESS: \_\_\_\_\_  
CITY STATE ZIP

TODAYS DATE: \_\_\_\_\_

POSITION APPLIED FOR: \_\_\_\_\_

DESIRED WAGE: \_\_\_\_\_

DO YOU SMOKE CIGARETTES? YES  NO

**APPLICANT NOTE:** This application form is intended for use in evaluating your qualifications for employment. This is not an employment contract. Please answer all appropriate questions completely and accurately. False or misleading statements during the interview and on this form are grounds for terminating the applicant process or, if discovered after employment, terminating employment. All qualified applicants will receive consideration without discrimination based on sex, marital status, race, color, age, creed, national origin, sexual orientation, military service membership, ancestry, religion, height, weight, use of a guide or support animal because of blindness, deafness or physical handicap, or the presence of disabilities. A conviction will not necessarily bar an applicant from employment. Additional testing of job-related skills and for the presence of drugs in your body may be required prior to employment. After an offer of employment, and prior to reporting to work, you may be required to submit a medical review. Depending on company policy and the needs of the job, you will be required to complete a medical history form and may be required to be examined by a medical professional designated by the company.

## AVAILABILITY

What date can you start? \_\_\_\_\_ What category would you prefer?  Full Time  Part Time  Temporary

For which schedules are you available?  
 Weekdays  Weekends  Evenings  Nights  Overtime  Shift  Other \_\_\_\_\_

## JOB RELATED SKILLS

NOTE: Do not fill out any part of this section if you believe it is not job related.

- Yes  No If the job requires, do you have a valid driver's license?  
 Name on Drivers License \_\_\_\_\_ DL # \_\_\_\_\_ Type \_\_\_\_\_ State \_\_\_\_\_
- Yes  No Have you had any moving violations within the past seven years? Please describe. \_\_\_\_\_
- Yes  No Please list any other skills, licenses or certificates that may be job-related or that you feel would be of value to this job or company \_\_\_\_\_
- Yes  No Have you been given a job description or had the essential functions of the job explained to you?
- Yes  No Do you understand these essential functions?
- Yes  No Can you perform the essential functions of this job with or without reasonable accommodations?

## SECURITY

List states and counties of residence for the past seven years. \_\_\_\_\_

- Yes  No Have you used any names or Social Security Numbers other than given above? If so please list in comments below
- Yes  No Have you been convicted of a crime in the past seven years? If so, please describe in the boxes below. Applicant is not obliged to disclose any reference to a pre or post trial diversion program, any conviction which has been sealed, expunged or erased court, or, if in California, any marijuana related misdemeanor conviction entered more than two years prior to the date employment application. (Conviction will not necessarily be a bar to employment. In accordance with company policy and applicable state and federal laws, factors such as age at time of the offense, remoteness of the offense, time since last conviction, nature of the job sought and rehabilitation effort will be reviewed)

Incident	City/State	Charge
1		
2		

## COMMENTS

## Emergency Contact Information

#1 Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Phone 1: \_\_\_\_\_ Phone 2: \_\_\_\_\_

#2 Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Phone 1: \_\_\_\_\_ Phone 2: \_\_\_\_\_

Most Recent employer

Yes

No

Are you currently working for this employer?

Yes

No

If yes, may we contact?

Phone ( )

Fax ( )

Company Name

City

State

From:

To:

Dates Employed

Job Title

Supervisors Name

Duties

Salary

(Hour, Week, Month)

Reason For Leaving

### Second Most Recent Employer

Phone ( )

Fax ( )

Company Name

City

State

From:

To:

Dates Employed

Job Title

Supervisors Name

Duties

Salary

(Hour, Week, Month)

Reason For Leaving

### Third Most Recent Employer

Phone ( )

Fax ( )

Company Name

City

State

From:

To:

Dates Employed

Job Title

Supervisors Name

Duties

Salary

(Hour, Week, Month)

Reason For Leaving

### References

Include only individuals familiar with your work ability. Do not include relatives or names of supervisors listed above.

Name

Address/Phone

Years Known/ Relationship

1

2

### Education

Note: Do not fill out any part of this section you believe to be non-job related

Please circle grade completed. 7 8 9 10 11 12 13 14 15 16 16+

If your school records are under a different name, please list that name.

Name

City/ State

Graduated

Degree Type

Yes

No

Yes

No

Yes

No

### Certification and Release

I certify that I have read and understand the applicant note on page one of this form and that the answers given by me to the foregoing questions and the statements made by me are complete and true to the best of my knowledge and belief. I understand that any false information, omissions or misrepresentations of facts called for in this application, whether on this document or not, may result in rejection of my application or discharge at any time during my employment. I authorize the company and/or its agents, including consumer reporting bureaus, to verify any of this information. I release all former employers, persons, schools, companies, and law enforcement authorities from any liability for any damage whatsoever for issuing this information. I also understand that the use of illegal drugs is prohibited during employment. If company policy requires, I am willing to submit to a drug testing to detect the use of illegal drugs prior to and during employment.