

Application for Employment

Please fill out form completely for employment consideration. Print and fax or mail when completed.

Prospective employees will receive consideration without discrimination because of race, creed, color, sex, age, national origin or handicap. We are an equal opportunity employer.

Personal Information

Last Name	First	Middle	Date
Street Address			Home Phone ()
City, State, Zip			
Business Phone ()			Email Address:
What was your previous address?			How long at present address? _____ Years _____ Months
Are you over 18 years of age? Yes / No If not, employment is subject to verification of minimum legal age.			How long at present address? _____ Years _____ Months
Have you ever applied for employment with us? Yes / No If Yes: Month and Year _____ Location _____			Social Security No.
How did you learn of our organization?			
Are you legally eligible for employment in the United States?			When will you be able to work?
Are you employed now?		If so, may we inquire of your present employer?	
Have you been convicted of a crime in the past ten years, excluding misdemeanors and summary offenses, which has not been annulled, expunged, or sealed by a court? Yes / No If Yes, describe in full.			

Are there any reasons for which you might not be able to perform the job duties (with a reasonable accommodation)?
 Yes / No If Yes, please explain.

Drivers License #	State	Any Violation? Yes / No
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Education

School	Name and location of school	Course of study	No. of years completed	Did you graduate?	Degree or diploma
College				Yes / No	
High				Yes / No	
Trade Scho				Yes / No	
Other				Yes / No	

Military

Complete this section if you served in the U.S. Armed Forces	Branch of Service
Describe your duties and any special training	Period of Active Duty (Month & Year)
	From _____ To _____
	Rank of Discharge
	Date of Final Discharge

Employment History Please give accurate, complete full-time and part-time employment record. Start with present or most recent employer.

1.	Company Name	Telephone ()
	Address	Employed (Start Month and Year) From _____ To _____
	Name of Supervisor	Hourly Rate Start Start _____ Last _____
	Start Job Title and Describe Your Work	Reason for Leaving

The information provided in this Application for Employment is true, correct and complete. If employed, any misstatements or omissions of fact on this application may result in my dismissal. I understand that acceptance of an offer of employment does not create a contractual obligation upon the employer to continue to employ me in the future. If you decide to engage an investigative consumer reporting agency to report on my credit and personal history, I authorize you to do so. If a report is obtained you must provide, at my request, the name and address of the agency so I may obtain from them the nature and substance of the information contained in the report.

Date

Signature