



APPLICATION FOR EMPLOYMENT

IT IS OUR INTENTION TO GIVE EQUAL OPPORTUNITY TO ALL QUALIFIED APPLICANTS. SELECTION DECISIONS ARE BASED ONLY ON JOB-RELATED FACTORS. WE DO NOT DISCRIMINATE ON THE BASIS OF AGE, RACE, RELIGION, COLOR, SEX, NATIONAL ORIGIN, AND DISABILITY, GENETIC INFORMATION OR ANY OTHER STATUS PROTECTED BY LAW OR REGULATION. IF HIRED; YOU MUST PROVIDE PROOF THAT YOU ARE ELIGIBLE TO WORK IN THE USA.

EACH QUESTION MUST BE FULLY AND ACCURATELY ANSWERED. NO ACTION CAN BE TAKEN ON THE APPLICATION UNTIL ALL QUESTIONS HAVE BEEN ANSWERED. IN READING AND ANSWERING THE FOLLOWING QUESTIONS, BE AWARE THAT NONE OF THE QUESTIONS ARE INTENDED TO IMPLY ILLEGAL PREFERENCES OR DISCRIMINATION BASED ON NON-JOB RELATED INFORMATION.

POSITION APPLYING FOR: _____	DATE: _____
------------------------------	-------------

PERSONAL INFORMATION

NAME _____				
(LAST)	(FIRST)	(MIDDLE)		
ADDRESS _____				
(STREET)	(CITY)	(STATE)	(ZIP)	
PHONE (_____) _____	EMAIL _____			
ARE YOU OVER THE AGE OF 18? <input type="checkbox"/> YES <input type="checkbox"/> NO				
HAVE YOU EVER WORKED FOR OUR COMPANY? <input type="checkbox"/> YES <input type="checkbox"/> NO DATES _____				
HAVE YOU EVER BEEN FIRED FROM A JOB OR ASKED TO RESIGN? <input type="checkbox"/> YES <input type="checkbox"/> NO DATES _____				
HAVE YOU EVER BEEN CONVICTED OF OR PLEAD GUILTY TO A FELONY? <input type="checkbox"/> YES <input type="checkbox"/> NO (CONVICTION OR PLEADING GUILTY WILL NOT NECESSARILY DISQUALIFY AN APPLICANT) IF YES, GIVE DATE _____ LOCATION _____				
EXPLAIN _____				

EDUCATION

TYPE OF SCHOOL	NAME	YEARS COMPLETED	DIPLOMA/DEGREE/CERTIFICATION
HIGH SCHOOL OR GED _____			
COLLEGE OR UNIVERSITY _____			
VOCATIONAL/TECHNICAL _____			
ADDITIONAL TRAINING OR SKILLS ACQUIRED: _____			

EMPLOYMENT HISTORY

List all employers in consecutive order with present or more recent listed first.
Account for all periods of time including military service.

NAME OF CURRENT EMPLOYER _____	TYPE OF BUSINESS _____
ADDRESS _____	TELEPHONE (_____) _____
EMPLOYED FROM _____	EMPLOYED TO _____
DUTIES _____	POSITION HELD _____
SUPERVISOR _____	SALARY/HOURLY RATE _____
REASON FOR LEAVING _____	

NAME OF EMPLOYER _____	TYPE OF BUSINESS _____
ADDRESS _____	TELEPHONE (_____) _____
EMPLOYED FROM _____	EMPLOYED TO _____
DUTIES _____	POSITION HELD _____
SUPERVISOR _____	SALARY/HOURLY RATE _____
REASON FOR LEAVING _____	

NAME OF EMPLOYER _____	TYPE OF BUSINESS _____
ADDRESS _____	TELEPHONE (____) _____
EMPLOYED FROM _____	EMPLOYED TO _____
DUTIES _____	POSITION HELD _____
SUPERVISOR _____	SALARY/HOURLY RATE _____
	REASON FOR LEAVING _____

NAME OF EMPLOYER _____	TYPE OF BUSINESS _____
ADDRESS _____	TELEPHONE (____) _____
EMPLOYED FROM _____	EMPLOYED TO _____
DUTIES _____	POSITION HELD _____
SUPERVISOR _____	SALARY/HOURLY RATE _____
	REASON FOR LEAVING _____

PERFORMANCE OF JOB FUNCTIONS

<p>ARE YOU ABLE TO PERFORM ALL THE FUNCTIONS OF THE JOB FOR WHICH YOU ARE APPLYING, WITH OR WITHOUT REASONABLE ACCOMMODATION?</p> <p><input type="checkbox"/> YES, WITHOUT REASONABLE ACCOMMODATION</p> <p><input type="checkbox"/> YES, WITH REASONABLE ACCOMMODATION (PLEASE EXPLAIN) _____</p> <p>_____</p> <p><input type="checkbox"/> NO (PLEASE EXPLAIN) _____</p> <p>_____</p>

REFERENCES

<p>List three business/work references that are not related to you and not shown as a supervisor under the employment history section. If not applicable, list three school or person references, not related to you.</p>		
NAME _____	PHONE (____) _____	OCCUPATION _____
ADDRESS _____		
NAME _____	PHONE (____) _____	OCCUPATION _____
ADDRESS _____		
NAME _____	PHONE (____) _____	OCCUPATION _____
ADDRESS _____		

HOW DID YOU LEARN ABOUT THIS JOB?

<input type="checkbox"/> INTERNET CAREER SITE	<input type="checkbox"/> COMPANY WEBSITE	<input type="checkbox"/> EMPLOYEE	<input type="checkbox"/> JOB SERVICES (UNEMPLOYMENT)
<input type="checkbox"/> COLLEGE/UNIVERSITY	<input type="checkbox"/> FRIEND/FAMILY REFERRAL	<input type="checkbox"/> OTHER (PLEASE EXPLAIN) _____	

AFFIDAVIT, CONSENT AND RELEASE

READ EACH STATEMENT CAREFULLY BEFORE SIGNING

I CERTIFY THAT ALL INFORMATION PROVIDED IN THIS EMPLOYMENT APPLICATION IS TRUE AND COMPLETE. I UNDERSTAND THAT ANY FALSE INFORMATION OR OMISSION MAY DISQUALIFY ME FROM FURTHER CONSIDERATION FOR EMPLOYMENT AND MAY RESULT IN MY DISMISSAL IF DISCOVERED AT A LATER DATE.

I AUTHORIZE YOU TO COMMUNICATE WITH ALL MY FORMER EMPLOYERS, SCHOOL OFFICIALS, STATE AGENCIES AND PERSONS NAMED AS REFERENCES, THROUGH EITHER ORAL OR WRITTEN VERIFICATION. I HEREBY RELEASE ALL EMPLOYERS, SCHOOLS, STATE AGENCIES AND INDIVIDUALS FROM ANY AND ALL LIABILITY FOR ANY DAMAGE WHATSOEVER RESULTING FROM GIVING SUCH INFORMATION. A COPY OF THIS RELEASE IS VALID.

I UNDERSTAND THAT IF I AM EXTENDED AN OFFER OF EMPLOYMENT IT MAY BE CONDITIONED UPON ME SUCCESSFULLY PASSING A BACKGROUND CHECK, MOTOR VEHICLE RECORD (MVR) REVIEW, DRUG SCREEN, EMPLOYMENT PHYSICAL, AND PHYSICAL ABILITIES TEST IF REQUIRED, WHICH I HEREBY CONSENT.

INCOMPLETE OR UNSIGNED APPLICATIONS WILL NOT BE CONSIDERED.

SIGNATURE

DATE

Your original signature is required