



COMPANIES

APPLICATION FOR EMPLOYMENT

Qualified applicants receive equal consideration. No question is asked for the purpose of excluding any applicant due to race, color, religion, sex, national origin, disability unrelated to ability to perform the essential functions of the job applied for, or any other characteristic protected by law. WE ARE AN EQUAL OPPORTUNITY EMPLOYER.

Please print. Complete all sections.

Date _____

Name _____ last first middle Social Security # _____

Street address _____

City _____ State _____ Zip code _____

Telephone (____) _____ Alternate (____) _____ E-mail address _____

Position for which you wish to be considered _____ P.T. Full-Time Temp. Intern

Referral source: Advertisement Walk-in Other (Explain) _____

Have you ever been employed here? Yes ___ No ___ When? _____

If hired, when would you be available? _____ Wage expectations _____

EMPLOYMENT HISTORY (List present or most recent employer first.)

Table with 5 columns: Employer, Address/City/Phone, Name of Supervisor, Employed (from/to), Job Title & Type of Work Performed, Present or last wage, Reason for leaving. It contains three identical rows for listing employment history.

Are you presently employed? Yes ___ No ___ If so, may we contact your present employer? Yes ___ No ___

Have you ever been convicted of a felony? Yes ___ No ___ If yes, please explain.

Are you at least 16 years of age? Yes ___ No ___

Are you legally eligible for employment in this country? Yes ___ No ___
(Proof of U.S. citizenship or eligibility to work in the United States will be required upon employment.)

Have you served in the United States Armed Forces? Yes ___ No ___
Dates of service: From _____ to _____ Member of Reserves? Yes ___ No ___ Active? Yes ___ No ___

Summarize special skills and qualifications acquired from employment or other experiences that may qualify you for work with our Company. Include any relevant certifications or licenses.

Please check software you have used and indicate number of years of experience of use:

- MS Windows ___ yrs.
- MS Word ___ yrs.
- MS Excel ___ yrs.
- MS Access ___ yrs.
- MS PowerPoint ___ yrs.
- MS Outlook ___ yrs.
- Other relevant software _____ yrs.
- _____ yrs.
- _____ yrs.
- _____ yrs.

EDUCATIONAL BACKGROUND

NAME AND LOCATION	YEARS COMPLETED	DID YOU GRADUATE?		COURSE OF STUDY
		MAJOR	DEGREE	
HIGH SCHOOL				
COLLEGE				
OTHER				

REFERENCES (Provide the names of three previous supervisors or work-related references only.)

NAME	TELEPHONE	YEARS KNOWN
	AREA CODE () -	
	AREA CODE () -	
	AREA CODE () -	

By signing this Application at its end, I am representing that all of the information given is true and accurate. Furthermore, I am authorizing the Employer to contact all references and to investigate all other information given, and am releasing from liability the Employer and its representatives for seeking such information and all other persons, corporations and organizations for furnishing a response.

I am also indicating my understanding that any employment accepted by me can be terminated by me or the Employer without cause and without prior notice. I also understand that no representative other than the President of the Employer has the authority to make any assurances to the contrary. Furthermore, I acknowledge that as a condition of employment, I will be required to sign an agreement to arbitrate any legal complaint that I may have about my termination from employment, should that ever occur.

Signature of Applicant _____ Date _____