

Application for Employment

_____ is an Equal Opportunity Employer. Applicants are considered on the basis of skills, experience and qualifications without regard to race, age, creed, color, national origin, sex, marital status or the presence of non-job-related medical disability or any other legally protected status.

PERSONAL DATA

Name (Last, First, Middle) _____ Social Security # _____ Today's Date _____

Address (Street) _____ City, State _____ Zip Code _____

Home Telephone Number _____ Work Telephone Number _____ Message Telephone Number _____

POSITION INFORMATION

Position Desired _____ Starting Salary Desired _____

How were you referred to us? _____

In accordance with the Federal Immigration and Reform Act of 1986, if you are employed by our Company you will be asked to provide documentation that verifies your legal right to work in the United States. If you cannot provide acceptable documentation, we cannot legally employ you.

Can you provide such documentation? Yes No

Have you ever been convicted of a felony? Yes No

If yes, please explain. Conviction does not automatically exclude you from consideration for employment.

If you are hired or transferred into a position that requires the operation of a vehicle, we will require a DMV investigation. Do you authorize investigation of your DMV record?

Yes No _____
(Initial here)

Driver's License Number _____ State _____ Expiration Date of License _____

Do you authorize a background investigation including prior employers, education and criminal records?

Yes No _____
(Initial here)

EDUCATIONAL INFORMATION

	Name/Location	Subjects Studied	Degrees or Credits
High School			
Junior College/Trade School			
University/College			
Graduate School			

WORK HISTORY -- List most recent employer first. You may include military service and training.

Employer: _____ Address (street, city, zip code): _____ Telephone: _____
 () _____
 Supervisor's Name and Position: _____ Dates of Employment _____
 From: _____ To: _____
 Type of Business: _____ Position Held: _____ Ending Salary _____
 Reason for Leaving: _____ May we contact now?
 Yes No
 Responsibilities: _____

Employer: _____ Address (street, city, zip code): _____ Telephone: _____
 () _____
 Supervisor's Name and Position: _____ Dates of Employment _____
 From: _____ To: _____
 Type of Business: _____ Position Held: _____ Ending Salary _____
 Reason for Leaving: _____ May we contact now?
 Yes No
 Responsibilities: _____

Employer: _____ Address (street, city, zip code): _____ Telephone: _____
 () _____
 Supervisor's Name and Position: _____ Dates of Employment _____
 From: _____ To: _____
 Type of Business: _____ Position Held: _____ Ending Salary _____
 Reason for Leaving: _____ May we contact now?
 Yes No
 Responsibilities: _____

REFERENCES -- List people who know your work. Do not include personal references.

Name	Professional Relationship	Work Telephone Number	Home Telephone Number

THE FOLLOWING POINTS ARE VERY IMPORTANT. PLEASE READ THEM CAREFULLY BEFORE SIGNING THIS APPLICATION.

I authorize investigation of all statements contained in this application. I will not hold _____ or any of my previous employers liable in any respect if an employment offer is not forthcoming, is withdrawn, or if my employment is terminated as a result of misrepresentation or omission of facts on this application. I understand that if I am employed by _____ additional personal data may be required for determination of benefits, statistical purposes and legal compliance.

I understand that all offers of employment are conditional on my successfully completing a urinalysis for the purpose of detecting alcohol and/or illegal drugs. This will be performed at the Company designated medical facility and at the Company's expense. I further understand that if alcohol and/or illegal drugs are found in my system, all offers of employment will be withdrawn.

I also understand that if I am employed by the Company, my employment is "at will", that I or the Company may terminate the employment relationship at any time, for any reason, with or without notice. I further understand that no employee of the Company has the authority to modify this understanding orally or in writing except with the written permission of the President and CEO of _____.

I HEREBY ACKNOWLEDGE THAT I HAVE READ THE ABOVE STATEMENTS AND UNDERSTAND EACH AND ALL OF THESE STATEMENTS:

 Signature (Acknowledgment)

 Date