

Application For Employment

APPLICANT INFORMATION

Name: _____

Telephone: _____ Last First Middle
 Email: _____ Alternate telephone: _____

Address: _____

Position applying for: _____ Available Start Date: _____

Desired Pay: _____

I am legally eligible for employment in the U.S.? Employment Desired: (check all that apply)
 Yes No Full Time Part Time

If selected for employment are you willing to submit to a background check?
 Yes No

How did you hear about us? _____

EMPLOYMENT HISTORY

Employer name and address: _____ _____	Position title/duties, skills: _____ _____	Start date: _____	End date: _____
Pay: \$ Per: _____	Supervisor: _____	Reason for leaving: _____ _____	
Employer name and address: _____ _____	Position title/duties, skills: _____ _____	Start date: _____	End date: _____
Pay: \$ Per: _____	Supervisor: _____	Reason for leaving: _____ _____	
Employer name and address: _____ _____	Position title/duties, skills: _____ _____	Start date: _____	End date: _____
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Employer name and address: _____ _____	Position title/duties, skills: _____ _____	Start date: _____	End date: _____
Pay: \$ Per: _____	Supervisor: _____	Reason for leaving: _____ _____	

Summarize other employment related to this job:

EDUCATION

	Institution name	Years completed	Field of study	Graduate or degree
High school				
College/university				
Business/technical/ additional				

MILITARY

Are you a veteran? Yes No

Duty/specialized training: _____

SKILLS & QUALIFICATIONS

Other qualifications such as special skills, abilities or honors that should be considered:

Types of computers, software, and other equipment you are qualified to operate or repair:

Professional licenses, certifications or registrations:

Additional skills, including supervision skills or information regarding the career/occupation you wish to bring to the employer's attention:

Do you speak any other languages? _____

REFERENCES

List two personal references who are not relatives or former supervisors.

Name	Address	Telephone	Occupation	Years known

APPLICANT CERTIFICATION

I certify that all the information on this application, my resume or any supporting documents is complete and accurate to the best of my knowledge. I understand that any falsification, misrepresentation, or omission of any information may result in disqualification for employment or, if employed, disciplinary action, up to and including immediate dismissal. I understand that neither this application nor any communication by a management representative is intended to create or does create a contract of employment, offer or promise of employment. I acknowledge that if hired by the Company, employment is on an at-will basis. That means the company is free to terminate my employment at any time, with or without cause or advance notice, in accordance with state law and acceptance of employment is not a contract of employment for any specified time. Similarly, I am free to terminate my employment with the company at any time for any reason. This at-will provision may be modified or waived only in a written agreement signed by an authorized representative of the company and me.

Signature of Applicant _____

Date _____