



APPLICATION FOR EMPLOYMENT

Applications will be kept in active status for 90 days

All applicants will receive consideration for employment without regard to race, color, religion, sex, age, marital status, national origin, veteran status, physical or mental handicap, civil union status, gender identity or expression or other protected class under state or federal law.

(Please print using ballpoint pen)

Last Name _____ First Name _____ Middle Initial _____

Address Street _____ City _____ State _____ ZIP _____

Daytime telephone # _____ Evening telephone # _____

What is the best way to contact you? _____

Have you ever worked for the company? Yes ___ No ___

When? (List dates) _____ What department? _____

How were you referred to the Company? _____

Type of work/ Position desired: _____

What shift are you applying for? 1st ___ 2nd ___ 3rd ___ TEMP ___ F/T ___ P/T ___ Seasonal ___

Are you 18 years of age or older? Yes ___ No ___ if you are under age 18, can you supply working papers? Yes ___ No ___

Are you eligible to work in the US? Yes ___ No ___

Have you ever been convicted of a crime or violation other than a minor traffic infraction? Yes ___ No ___

If yes, please explain : _____

(A conviction record will not necessarily be a bar to employment)

Have you ever been discharged from any employment or asked to resign? Yes ___ No ___

If yes, please explain: _____

Drivers License # _____ State _____

(Fill out only if applying for a position which requires a driver's license)



Type	Name/Address	Course Of Study	Graduated (Y/N)	Degree/Diploma
Elementary & Jr High				
High School				
College				
Technical or other				

Work Experience Please list your work experience for the **past five years** beginning with your most recent job held. If you were self-employed, give firm name.

1) Name of Employer _____ Address: _____ Telephone: _____	Name of last supervisor	Employment dates	Pay or Salary
		From	Start
	To	Final	
Reason for leaving (Be specific)	Your last job title		
Explain any period between jobs			
May we contact employer? Yes ____ No ____			

2) Name of Employer _____ Address: _____ Telephone: _____	Name of last supervisor	Employment dates	Pay or Salary
		From	Start
	To	Final	
Reason for leaving (Be specific)	Your last job title		
Explain any period between jobs			
May we contact employer? Yes ____ No ____			



3) Name of Employer _____ Address: _____ Telephone: _____	Name of last supervisor	Employment dates	Pay or Salary
		From To	Start Final
Reason for leaving (Be specific)	Your last job title		
Explain any period between jobs			
May we contact employer? Yes _____ No _____			

4) Name of Employer _____ Address: _____ Telephone: _____	Name of last supervisor	Employment dates	Pay or Salary
		From To	Start Final
Reason for leaving (Be specific)	Your last job title		
Explain any period between jobs			
May we contact employer? Yes _____ No _____			

Please exclude organizations which indicates race, or religion, national origin, gender, handicap or other protected status.

<p>Please list any other experience, skills, or other qualifications including hobbies and associations which you believe should be considered in evaluating your qualifications for employment.</p>
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(Do not include relatives) List below persons who have knowledge of your work performance within the last four (4) years. Please include professional references only.

1) Name _____ Telephone # _____

Address _____ City _____ State _____ ZIP _____

Occupation _____ Number of years Acquainted _____

2) Name _____ Telephone # _____

Address _____ City _____ State _____ ZIP _____

Occupation _____ Number of years Acquainted _____



I certify that all answers given by me are true, accurate and complete. I understand that the falsification, misrepresentation or omission of fact on this application (or any other accompanying or required documents) will be cause for denial of employment or immediate termination of employment, regardless of when or how discovered.

The application will be given every consideration, but its receipt does not imply that the applicant will be employed.

I authorize the investigation of all statements and information contained in this application. I release from all liability anyone supplying such information and I also release the employer from all liability that might result from making an investigation.

If hired, I agree to abide by all of the company rules and regulations, and understand that if employed, my employment may be terminated with or without cause and with or without notice at any time at the option of either the company or me. I further understand that no representation, whether oral or written by any representative or agent of the company at any time can constitute a contract of employment. No representative or agent of the company has the authority to enter into any agreement for employment for any specified period of time or to make any change in any policy, procedure, benefit or other term or condition of employment other than in a document signed by the president or executive vice president or CFO, or to make any agreement contrary to the foregoing.

I acknowledge that I have read and understand the above statements and hereby grant permission to confirm the information supplies on this application by me.

Applicant's Signature: _____ Date ____/____/____

For Internal use only (Human Resources Dept)

Hire date _____ Start date _____

Department _____ Job Title _____

Compensation - Salaried \$ _____ Compensation - Hourly \$ _____

Referred by Employee _____ Dept. _____

Notes _____
