

# EMPLOYMENT APPLICATION

POSITION: \_\_\_\_\_

SALARY REQUIREMENTS: \_\_\_\_\_

DATE OF APPLICATION:     /     /

DATE AVAILABLE:         /     /

The information requested in this application is intended to obtain the information \_\_\_\_\_ (the "Company") needs to determine whether you meet the requirements for the position for which you are applying. The Company is an equal opportunity employer that recruits, hires, trains, and promotes in all job titles without regard to race, color, creed, national origin, gender, pregnancy, [sexual orientation or preference<sup>1</sup>], marital status, sex, religion, age, military service, or disability or handicap.

Have you ever applied for a position with the Company?

Yes      No      If yes, please answer the following:

Position: \_\_\_\_\_

Date of Application: \_\_\_\_/\_\_\_\_/\_\_\_\_

Have you ever worked for the Company before?

Yes      No      If yes, please answer the following:

Position: \_\_\_\_\_

Dates of Employment: \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_

## PERSONAL INFORMATION

Name: \_\_\_\_\_ Date of birth: \_\_\_\_\_

ADDRESS:

Street \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone Number \_\_\_\_\_

Social Security Number \_\_\_\_\_

If you are hired, can you provide proof that you are legally entitled to work in the United States?

Yes      No

<sup>1</sup>Include this provision if a state or local law prohibits discrimination on the basis of sexual orientation or preference.

E M P L O Y M E N T   A P P L I C A T I O N

EDUCATION

<i>Dates Attended</i>		<i>Name of School (High School, College, Other)</i>	<i>Course of Study (Majors and Degrees)</i>
<i>From</i>	<i>To</i>		

MILITARY SERVICE DATA

Have you ever served in the U.S. Armed Forces:?

Yes       No

If yes, please give dates of services:

From:    /    /    To:    /    /

List special skills/abilities acquired:

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## EMPLOYMENT HISTORY

Please list all previous employers (most recent first)

<i>Employer's Name</i>			<i>Type of Firm</i>
<i>Employer's Address</i>			
<i>Title</i>	<i>Supervisor</i>	<i>Date Started</i>	<i>Date Left</i>
<i>Reason for Leaving</i>			<i>Salary</i>

<i>Employer's Name</i>			<i>Type of Firm</i>
<i>Employer's Address</i>			
<i>Title</i>	<i>Supervisor</i>	<i>Date Started</i>	<i>Date Left</i>
<i>Reason for Leaving</i>			<i>Salary</i>

<i>Employer's Name</i>			<i>Type of Firm</i>
<i>Employer's Address</i>			
<i>Title</i>	<i>Supervisor</i>	<i>Date Started</i>	<i>Date Left</i>
<i>Reason for Leaving</i>			<i>Salary</i>

<i>Employer's Name</i>			<i>Type of Firm</i>
<i>Employer's Address</i>			
<i>Title</i>	<i>Supervisor</i>	<i>Date Started</i>	<i>Date Left</i>
<i>Reason for Leaving</i>			<i>Salary</i>

E M P L O Y M E N T   A P P L I C A T I O N

REFERENCES

List (with address & phone number) the names of three persons familiar with your character, ability or education for more than one year. Please do not include friends or relatives.

**1**      *Name*      *Phone #*

*Address*

**2**      *Name*      *Phone #*

*Address*

**3**      *Name*      *Phone #*

*Address*

THIS APPLICATION DOES NOT CONSTITUTE A WRITTEN EMPLOYMENT AGREEMENT.

IN THE EVENT THAT THE APPLICANT AGREES TO ACCEPT A POSITION WITH THE COMPANY, THE APPLICANT AGREES THAT THE EMPLOYMENT RELATIONSHIP BETWEEN THE COMPANY AND THE EMPLOYEE IS AN AT-WILL RELATIONSHIP AND THAT THE EMPLOYMENT AND COMPENSATION CAN BE TERMINATED, WITH OR WITHOUT CAUSE, AND WITH OR WITHOUT NOTICE, AT ANY TIME, AT THE OPTION OF EITHER THE COMPANY OR THE EMPLOYEE.

I CERTIFY THAT THE INFORMATION CONTAINED IN THIS APPLICATION IS CORRECT. IF THE COMPANY DETERMINES THAT ANY OF THE INFORMATION SUBMITTED IN THIS APPLICATION IS FALSE, I SHALL BE IMMEDIATELY DISQUALIFIED FROM CONSIDERATION FOR EMPLOYMENT AND/OR DISCHARGED FROM EMPLOYMENT IN ACCORDANCE WITH COMPANY POLICY.

I HEREBY GRANT PERMISSION TO THE COMPANY TO INVESTIGATE THE INFORMATION CONTAINED IN THIS APPLICATION AND RELEASE THE COMPANY AND ANY AGENTS OR OTHER PERSONS ACTING ON BEHALF OF THE COMPANY FROM ANY AND ALL LIABILITY RELATING TO ANY INVESTIGATION OF THE INFORMATION CONTAINED IN THIS APPLICATION.

*Signature of Applicant*      *Date*