



# Application For Employment

Position Applied for: \_\_\_\_\_

**WE CONSIDER APPLICATIONS FOR ALL POSITIONS WITHOUT REGARD TO RACE, COLOR, RELIGION, CREED, GENDER, NATIONAL ORIGIN, AGE, DISABILITY, SEXUAL ORIENTATION, CITIZENSHIP STATUS, GENETIC INFORMATION OR ANY OTHER LEGALLY PROTECTED STATUS.**

**SECTION 1: APPLICANT INFORMATION**

First Name: \_\_\_\_\_ Middle Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_

How did you learn about us?      Advertisement      Website      Friend      Social Media      Other: \_\_\_\_\_

Date available for work: \_\_\_\_\_ Hourly Rate/Salary Desired: \_\_\_\_\_

Are you currently employed? \_\_\_\_\_ If yes, may we contact your present employer?      Yes      No

Have you ever been employed with us before?      Yes      No      If yes, give date: \_\_\_\_\_

Do you have any relatives or friends who work for the Company?      Yes      No      If yes, please list their name: \_\_\_\_\_

**SECTION 2: EDUCATION**

| Education                                | Name and Location of School | Degree Received | Subjects Studied / Major |
|--|-----------------------------|-----------------|--------------------------|
| High School                              |                             |                 |                          |
| College or University                    |                             |                 |                          |
| Trade, Business or Correspondence School |                             |                 |                          |

**ADDITIONAL INFORMATION**

State any information you feel may be helpful to us in considering your application, including any job related training in the U.S. Military.

  
  
  
  
  
  
  

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

**SECTION 3: EMPLOYMENT EXPERIENCE**

**EMPLOYMENT HISTORY** Start with your present or last job. Include any job related military service assignments and volunteer activities. *Incomplete information could disqualify you from further consideration.*

|                                 |     |  |            |
|---------------------------------|-----|--|------------|
| From:                           | To: | Employer:  | Telephone: |
| Job Title:                      |     | Address:   |            |
| Immediate Supervisor and Title: |     | Summarize the nature of work performed and job responsibilities: |            |
| Reason for Leaving:             |     |  |            |

|                                 |     |  |            |
|---------------------------------|-----|--|------------|
| From:                           | To: | Employer:  | Telephone: |
| Job Title:                      |     | Address:   |            |
| Immediate Supervisor and Title: |     | Summarize the nature of work performed and job responsibilities: |            |
| Reason for Leaving:             |     |  |            |

|                                 |     |  |            |
|---------------------------------|-----|--|------------|
| From:                           | To: | Employer:  | Telephone: |
| Job Title:                      |     | Address:   |            |
| Immediate Supervisor and Title: |     | Summarize the nature of work performed and job responsibilities: |            |
| Reason for Leaving:             |     |  |            |

**REFERENCES**

Give the names of three persons not related to you, whom you have known at least three (3) years.

| Name | Email | Phone | Years Acquainted |
|------|-------|-------|------------------|
|      |       |       |                  |
|      |       |       |                  |
|      |       |       |                  |

I certify that answers given herein are true and complete. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. This application for employment shall be considered active for a period of time not to exceed 45 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time. I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also that I am required to abide by all rules and regulations of the Employer.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_