



Employee Application

It is our policy to comply with all applicable state and federal laws prohibiting discrimination in employment based on race, age, color, sex, religion, national origin, disability or other protected classification. Please carefully read and answer all questions. You will not be considered for employment if you fail to completely answer all the questions on this application. You may attach a resume, but all questions must be answered.

Employer:	Position applying for:
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PERSONAL DATA

Name (Last, First, Middle)				
Street Address and/or Mailing Address		City	State	Zip
Home phone:		Business phone:	Cellphone:	
Date you can start work:		Salary Desired:	Do you have a High School Diploma?	
			Yes	or No

POSITION INFORMATION *Check all that you are willing to work*

Hours	<input type="checkbox"/> Fulltime	<input type="checkbox"/> Days	<input type="checkbox"/> Weekends	<input type="checkbox"/> Swing
	<input type="checkbox"/> Part-time	<input type="checkbox"/> Evenings		<input type="checkbox"/> Graveyard
Status	<input type="checkbox"/> Regular		<input type="checkbox"/> Temporary	

Are you authorized to work in the U.S. on an unrestricted basis?

Have you ever been convicted of a felony? (Convictions will not necessarily disqualify an applicant for employment?)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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If yes, explain:

Have you ever been told the essential functions of the job or have you been viewed a copy of the job description listing the essential functions of the job?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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Can you perform these essential functions of the job with or without reasonable accommodations?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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QUALIFICATIONS *Please list any education or training you feel relates to the position applied for that would help you perform the work, such as schools, colleges degrees, vocational or technical programs, and military training.*

	School Name	Degree	Address/City/ State
School			
School			
Other			

SPECIAL SKILLS *List any special skills or experience that you feel would help you in the position that you are applying for (leadership, organizations/teams etc.)*

REFERENCES *Please list three professional references not related to you, with full name, address, phone number, and relationship. If you don't have three professional references, then list personal, unrelated references.*

Name	Address/City/State	Phone	Relationship

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WORK HISTORY Start with your present or most recent employment and work back. Use separate sheet if necessary. (INCLUDE PAID AND UNPAID POSITIONS)

Job Title #1		Start Date (mo/day/yr)		End Date (mo/day/yr)	
Company Name		Supervisor's Name		Phone Number	
City		State		Zip	
Duties					
Reason for Leaving		Starting Salary		Ending Salary	
Can we contact your present employer?				___ Yes	___ No
				___ N/A	
Job Title #2		Start Date (mo/day/yr)		End Date (mo/day/yr)	
Company Name		Supervisor's Name		Phone Number	
City		State		Zip	
Duties					
Reason for Leaving		Starting Salary		Ending Salary	
Job Title #2		Start Date (mo/day/yr)		End Date (mo/day/yr)	
Company Name		Supervisor's Name		Phone Number	
City		State		Zip	
Duties					
Reason for Leaving		Starting Salary		Ending Salary	
Job Title #2		Start Date (mo/day/yr)		End Date (mo/day/yr)	
Company Name		Supervisor's Name		Phone Number	
City		State		Zip	
Duties					
Reason for Leaving		Starting Salary		Ending Salary	

I certify that the facts set forth in this Application for Employment are true and complete to the best of my knowledge. I understand the bag if I am employed, false statements, omissions or misrepresentation may result in dismissal. I authorize the Employer to make an investigation of any of these facts set forth in this application and release the Employer from any liability. The employer may contact any listed references on this application.

I acknowledge and understand that the company is an "at will" employer. Therefore, any employer (regular, temporary, or other type of category employee) may resign at anytime, just as the employer may terminate the employment relationship ship with any employer at anytime, with or without cause, with or without notice to the other party.

Applicant Signature	Date