

## EMPLOYMENT APPLICATION

*We are an equal opportunity employer and do not discriminate against otherwise qualified applicants on the basis of race, age, color, creed, sex, religion, ancestry, marital status, national origin, disability, veteran status, or any other protected characteristic.*

*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 résumé, but all questions must be answered.*

### **APPLICANT INFORMATION**

<u>EMPLOYEE'S NAME (LAST, FIRST, M.I.)</u>		<u>TODAY'S DATE</u>
<u>STREET ADDRESS</u>		<u>APARTMENT/UNIT #</u>
<u>CITY</u>	<u>STATE</u>	<u>ZIP CODE</u>
<u>PHONE NUMBER</u>	<u>EMAIL ADDRESS</u>	
<u>POSITION APPLIED FOR</u>	<u>DATE AVAILABLE</u>	<u>DESIRED SALARY</u>
<u>ARE YOU LEGALLY ELIGIBLE TO WORK IN THE U.S.?</u> __YES __NO	<u>HAVE YOU EVER WORKED FOR THIS COMPANY?</u> __YES __NO	

### **EDUCATION**

<u>HIGH SCHOOL</u>	<u>DID YOU GRADUATE?</u> __YES __NO	<u>DEGREE EARNED</u>
<u>COLLEGE</u>	<u>DID YOU GRADUATE?</u> __YES __NO	<u>DEGREE EARNED</u>
<u>OTHER</u>	<u>DID YOU GRADUATE?</u> __YES __NO	<u>DEGREE EARNED</u>

### **EMPLOYMENT HISTORY (PLEASE INCLUDE 7 YEARS OF EXPERIENCE)**

<u>COMPANY</u>	<u>START DATE</u>	<u>END DATE</u>
<u>ADDRESS</u>	<u>PHONE NUMBER</u>	
<u>SUPERVISOR</u>	<u>MAY WE CONTACT</u> __YES __NO	
<u>RESPONSIBILITIES</u>		
<u>COMPANY</u>	<u>START DATE</u>	<u>END DATE</u>
<u>ADDRESS</u>	<u>PHONE NUMBER</u>	
<u>SUPERVISOR</u>	<u>MAY WE CONTACT</u> __YES __NO	
<u>RESPONSIBILITIES</u>		

**EMPLOYMENT HISTORY (CONTINUED)**

<u>COMPANY</u>	<u>START DATE</u>	<u>END DATE</u>
<u>ADDRESS</u>	<u>PHONE NUMBER</u>	
<u>SUPERVISOR</u>	MAY WE CONTACT __YES __NO	
<u>RESPONSIBILITIES</u>		

<u>COMPANY</u>	<u>START DATE</u>	<u>END DATE</u>
<u>ADDRESS</u>	<u>PHONE NUMBER</u>	
<u>SUPERVISOR</u>	MAY WE CONTACT __YES __NO	
<u>RESPONSIBILITIES</u>		

<u>COMPANY</u>	<u>START DATE</u>	<u>END DATE</u>
<u>ADDRESS</u>	<u>PHONE NUMBER</u>	
<u>SUPERVISOR</u>	MAY WE CONTACT __YES __NO	
<u>RESPONSIBILITIES</u>		

**REFERENCES**

<u>FULL NAME</u>	<u>RELATIONSHIP</u>	<u>COMPANY</u>	<u>PHONE NUMBER</u>

**DISCLAIMER AND ACKNOWLEDGEMENT**

I certify that the information contained in this application is correct to the best of my knowledge. I understand that to falsify information is grounds for refusing to hire me, or for discharge should I be hired.

I authorize any person, organization or company listed on this application to furnish you any and all information concerning my previous employment, education and qualifications for employment. I also authorize you to request and receive such information.

In consideration for my employment, I agree to abide by the rules and regulations of the company, which rules may be changed, withdrawn, added or interpreted at any time, at the company's sole option and without prior notice to me.

I also acknowledge that my employment may be terminated, or any offer or acceptance of employment withdrawn, at any time, with or without cause, and with or without prior notice at the option of the company or myself.

<u>SIGNATURE</u>	<u>DATE</u>
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