



Interview Date/Time: _____

Employment Application

Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #
_____ City State ZIP Code

Phone: _____ Email _____

If you're related to any of our current employees, set forth name & place: _____

Position Applying for: _____ When can you start work? _____

During what hours would you most prefer to work? _____

During what hours are you unable to work due to other commitments? _____

List languages you read, speak or write _____

Are you a citizen of the United States? YES NO If no, are you authorized to work in the U.S.? YES NO

Can you, after employment, submit verification of your legal right to work in the US.? YES NO

Have you ever worked for this company? YES NO If yes, when? _____

Are you over 21 years of age? YES NO Are you under 18 years of age? YES NO

If under 18 years of age, set forth the name and address of your custodial parent or guardian:

If you are under 18, can you, after employment, submit a work permit or qualify for a work experience program?
YES NO

Name and location of schools attended (omit grammar/middle schools) _____

Did you graduate? YES NO

Are you attending school now or plan to enroll in the next session? YES NO If yes, where and how many hours per day? _____

Name and contact information to be notified in case of accident or emergency _____

References

Please list two professional references.

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Previous Employment

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

YES NO

May we contact your previous supervisor for a reference?

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

YES NO

May we contact your previous supervisor for a reference?

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

YES NO

May we contact your previous supervisor for a reference?

I authorize investigation of all statements contained in this application. Misrepresentation or omission of facts called for is cause for not hiring or dismissal. I understand that if I am hired, I will be an At-Will employee and that either of us may terminate my employment at any time with or without cause, and that no one is authorized to change this policy under any circumstances.

Date of Application: _____ Signature of Applicant: _____

Applicant's Statement

I UNDERSTAND AND AGREE THAT MY EMPLOYMENT CAN BE TERMINATED AT WILL, WITH OR WITHOUT CAUSE, AND WITH OR WITHOUT NOTICE, AT ANY TIME, EITHER AT MY OPTION OR AT THE OPTION OF THE COMPANY. No representative of the company other than the President has any authority to agree to the contrary. Further, no representative of the company may alter the at-will nature of the employment unless done so specifically in a written agreement signed by both of us. I understand that any offer of employment is conditioned on my providing satisfactory proof of my identity and legal authority to work in the United States.

Date: _____ Signature: _____

It is the company's policy to provide equal opportunity to all persons without regard to race, color, religion, sex, pregnancy, marital status, sexual orientation, age, national origin, disability or medical condition as defined in state and federal laws. This policy covers all facets of employment including, but not limited to, recruitment, training, promotions, transfers, compensation, demotions, terminations and all aspects of employment.