



Employment Application

Personal Information

Date: _____

Name _____

Street Address _____

Phone _____

City _____ State _____ Zip _____

Cell Phone _____

Have you ever worked for this company before? Yes No If so when _____

Have you ever applied at this company before? Yes No If so when _____

Can present employer be contacted? Yes No Do you have reliable transportation? _____

Were you referred by a current employee? If so, whom? _____

Position applying for _____ Full-Time _____ Part-Time _____

During what times are you available to work _____

Are you willing to work: **Days?** Yes No **Nights?** Yes No **Weekends?** Yes No **Holidays?** Yes No

How soon could you begin? _____ How many hours do you want to work? _____

Are you at least 18 years old? Yes No Desired starting Pay \$ _____

Skills and Experience

Please list any special skills, education, training, qualifications or experience that you feel warrant consideration by this company. _____

Education

Highest elementary or high school grade completed. _____ Did you graduate high school? Yes No GED

<u>Type School</u>	<u>Name & location of School</u>	<u>Major/Field of Study</u>	<u>Years Completed</u>
High School _____	_____	_____	_____
College _____	_____	_____	_____
Technical _____	_____	_____	_____

Have you ever held a position of trust (handling money or confidential material)? Yes No

How much time have you lost from work during this past year? _____ Are you currently employed? Yes No

Why do you desire to make a change? _____

Math Questions (please complete the following)

- | | | | |
|-------------------------|---------------------------|----------------------------|--------------------------|
| <u>Add</u> | <u>Subtract</u> | <u>Multiply</u> | <u>Divide</u> |
| 1. $.79 + 2.59 =$ _____ | 2. $19.59 - 7.64 =$ _____ | 3. $3.56 \times 2 =$ _____ | 4. $3.90 / 1.30 =$ _____ |

Work Experience

1. *****

(Name of Last Employer) Type of Business Address, City, State Phone Number

Starting Date (Mo/Yr) Leaving Date (Mo/Yr) Starting Pay / LastPay Job Title Supervisor

_____/_____/_____ / _____ / _____

Job Description: _____

Explain reasons for changing jobs: _____

If we contact this employer, would you expect them to say they would rehire you? Yes No Were you fired?

Explain: _____ Yes No

2. *****

(Next Previous Employer) Type of Business Address, City, State Phone Number

Starting Date (Mo/Yr) Leaving Date (Mo/Yr) Starting Pay / LastPay Job Title Supervisor

_____/_____/_____ / _____ / _____

Job Description: _____

Explain reasons for changing jobs: _____

If we contact this employer, would you expect them to say they would rehire you? Yes No Were you fired?

Explain: _____ Yes No

3. *****

(Next Previous Employer) Type of Business Address, City, State Phone Number

Starting Date (Mo/Yr) Leaving Date (Mo/Yr) Starting Pay / LastPay Job Title Supervisor

_____/_____/_____ / _____ / _____

Job Description: _____

Explain reasons for changing jobs: _____

If we contact this employer, would you expect them to say they would rehire you? Yes No Were you fired?

Explain: _____ Yes No

Have you ever been convicted of a crime other than a routine traffic violation? Yes No If yes, explain _____

By signing this application for employment, I certify that I have read and understand all parts of it and certify that I have truthfully and completely answered all questions. I understand that falsification of any of the information given herein or on any other employment forms is grounds for immediate termination, regardless of when such falsification may be discovered. I authorize this company and its representatives to investigate my education, employment experience, criminal conviction records, and all other aspects of my background relevant to my proposed employment, including all statements made by me in my application for employment.

Further, I understand my employment with this company is for no definite length of time. I understand my employment may be terminated at any time, with or without cause, at the option of either the company or myself. I understand that no employee or representative of this company has any authority to make any agreement which is contrary to the foregoing. If accepted for employment, I agree to comply with all company policies and procedures, and with all rules and regulations made known at the time of employment or any other time thereafter, and to perform all duties assigned to me to the best of my ability.

Signature: _____ Date: _____

This company is an equal opportunity employer. All applications for employment will be considered without regard to race, color, religion, sex, national origin, disability, age, or veteran status. This is a Drug Free Workplace. We do Drug Testing. If you won't pass please do not apply. This application remains active for 60 days.