

# Application for Employment

The Company Is An Equal Opportunity Employer



All applicants for employment are required to complete and submit this Employment Application.

The Company does not discriminate on the basis of sex, age, color, race, religion, marital status, national origin, ancestry, sexual orientation, physical & mental disability, medical condition, genetic information, veteran status, or any other basis protected by federal, state or local law.

## Applicant Information

LEGAL NAME Last \_\_\_\_\_ First \_\_\_\_\_ Middle \_\_\_\_\_

HAVE YOU EVER WORKED UNDER ANOTHER NAME? YES NO

IF YES, UNDER WHAT NAME(S): \_\_\_\_\_

COMPLETE HOME ADDRESS include PO Box, Apt. #, etc.

Street \_\_\_\_\_ City \_\_\_\_\_ County \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

HOME PHONE \_\_\_\_\_ BUSINESS OR OTHER PHONE \_\_\_\_\_

E-MAIL ADDRESS \_\_\_\_\_

## Position Applying For

JOB TITLE/TYPE OF WORK \_\_\_\_\_ DESIRED SALARY AVAILABLE START DATE \_\_\_\_\_

If necessary, are you available to work any of the following?

Overtime Holidays Work schedule other than M-F

YES YES YES

NO NO NO

HOW DID YOU LEARN ABOUT THIS OPENING? \_\_\_\_\_

DESIRED EMPLOYMENT:  Full-Time  Part-Time  Temporary

HAVE YOU WORKED FOR OR APPLIED FOR A POSITION AT THE COMPANY BEFORE? YES NO

If yes, what position(s)? \_\_\_\_\_

DO YOU HAVE ANY RELATIVES WORKING HERE? YES NO If yes, who:? \_\_\_\_\_

IF HIRED, CAN YOU SUBMIT VERIFICATION OF YOUR LEGAL RIGHT TO WORK IN THE U.S.? YES NO

ARE YOU OVER 18 YEARS OF AGE? YES NO IF UNDER 18, DO YOU HAVE A WORK PERMIT? YES NO

## Education Begin with most recent college/university/technical school

NAME OF EDUCATIONAL INSTITUTION/LOCATION	MAJOR	NO. OF YEARS	GRADUATE		DIPLOMA/DEGREE
			YES	NO	
			YES	NO	
			YES	NO	

ANY PROFESSIONAL DESIGNATIONS, TRAINING, PATENTS, PUBLICATIONS, COMPUTER SKILLS RELATED TO THE JOB SOUGHT:


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## Security

Criminal background checking will be addressed at a later stage in the candidate process in keeping with and to the extent allowed by applicable law.

COMPLETE ALL JOB HISTORY REGARDLESS OF RESUME ATTACHMENT

Employment History List current/most recent position first (attach additional sheets if necessary).

NAME OF EMPLOYER	ADDRESS/LOCATION	DATES EMPLOYED From	To
TYPE OF BUSINESS	POSITION/TITLE		
MANAGER'S NAME	MANAGER'S TITLE	PHONE	
REASON FOR LEAVING:			
NAME OF EMPLOYER	ADDRESS/LOCATION	DATES EMPLOYED From	To
TYPE OF BUSINESS	POSITION/TITLE		
MANAGER'S NAME	MANAGER'S TITLE	PHONE	
REASON FOR LEAVING:			
NAME OF EMPLOYER	ADDRESS/LOCATION	DATES EMPLOYED From	To
TYPE OF BUSINESS	POSITION/TITLE		
MANAGER'S NAME	MANAGER'S TITLE	PHONE	
REASON FOR LEAVING:			

References: List three people (other than relatives) who are in a position to evaluate your previous employment performance, preferably former supervisors or people with whom you have worked. (If applying for a supervisory position, please include one subordinate.)

NAME	TITLE	COMPANY	PHONE
NAME	TITLE	COMPANY	PHONE
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Please read the below carefully and then initial next to each paragraph. Please sign and date in the space provided at the bottom of this page.

APPLICANT'S  
INITIALS

CERTIFICATION AND RELEASE

\_\_\_\_\_ I authorize the Company to verify, in any manner, all statements made by me. The Company may, for example, interview former employers, co-workers, schools, references, or others and request information and supporting documentation such as transcripts and evaluations.

\_\_\_\_\_ I authorize any and all former employers, references, or educational institutions to release all information relevant to my employment or education to the Company, without giving me prior notice.

\_\_\_\_\_ I release from any liability or responsibility all persons, companies and corporations supplying any information in verifying my statements above, as well as the Company in connection with its obtaining such information for use in verifying my statements above.

\_\_\_\_\_ I shall preserve in strictest confidence all information regarding the business or customers of the Company that may be disclosed to me or come to my attention in the process of applying for a position with the Company.

\_\_\_\_\_ If employed by the Company, I agree to comply with the Company's policies and procedures, safety rules, and cooperate in any reasonable security investigation. I understand that I am not employed by or entitled to employment by the Company unless and until I have received and accepted a written offer of employment from a Company representative. I also understand that no other act of the Company, including the acceptance of my application for employment, the scheduling of interviews with me, or any oral or written statements of interest or encouragement, creates an employment relationship with me, and I will not rely on any such act of the Company. I understand that if I am employed by the Company, such employment is "at-will," which means that my employment and related compensation may be terminated at any time, with or without cause, and with or without advance notice by me or by the Company.

\_\_\_\_\_ I understand that any misrepresentation or omission of fact on this application, my resume, any supplementary materials submitted by me, and interview responses, may be cause for a refusal to hire me or the termination of employment at any time during the period of my employment.

\_\_\_\_\_ I have reviewed this application personally, and I agree that all statements I have made on this application, in my resume, and other supplementary materials submitted by me are true and correct. I have not knowingly withheld any information that might adversely affect my chance for employment.

APPLICANT SIGNATURE: \_\_\_\_\_ DATE \_\_\_\_\_