



# APPLICATION FOR EMPLOYMENT

Please answer ALL questions. Resumes are not a substitute for a completed application.

We are an equal opportunity employer. Applicants are considered for positions without regard to race, religion, age, sex, national origin, any disability, or any other consideration made unlawful by applicable federal, state, or local laws.

## APPLICANT INFORMATION

Position Applied For \_\_\_\_\_

Social Security Number \_\_\_\_ - \_\_\_\_ - \_\_\_\_\_

Name \_\_\_\_\_

Telephone Number (     ) \_\_\_\_\_ - \_\_\_\_\_

Present Address (Street, Apt, or Unit No.) \_\_\_\_\_

City / State / Zip \_\_\_\_\_

Desired Salary \_\_\_\_\_

Are you able at the time of employment to submit verification of your legal right to work in the U.S.? (Verification and completion of Form I-9 must be submitted no later than three business days after date of hire.) Yes  No

If under the age of 18, can you produce the necessary work certificate at the time of employment? Yes  No

Type of employment desired? Full – Time  Part – Time  (Specify Hours) \_\_\_\_\_

Are you willing to work overtime? Yes  No  Date on which you can start \_\_\_\_\_

Have you ever applied to this Company before? Yes  No

If yes, when did you apply? \_\_\_\_\_ Where did you apply? \_\_\_\_\_

Within the past ten (10) years, have you been convicted of a felony? (Do not include convictions that were sealed, eradicated, erased, or expunged; convictions that resulted in referral to a diversion program; or marijuana – related convictions that are more than two (2) years old.) Yes  No

If yes, please explain so that individual circumstances can be considered.

\_\_\_\_\_

### NOTE:

- Criminal convictions will not automatically disqualify an applicant from a particular job. The Company will consider the nature of the crime, its seriousness, whether the conviction(s) substantially relates to the position’s functions and qualifications, the frequency of convictions, the applicant’s age at the time of conviction, the time elapsed since the date of conviction or completion of jail sentence, the applicant’s entire work and educational history, and employment references and recommendations.
- An ex-offender who is denied employment may, upon written request, receive a statement of the reason(s) for denial within three days of the applicant’s request for such information.

Have you ever initiated any act of violence in the workplace? Yes  No

If yes, please explain so that individual circumstances can be considered. (A yes answer will not necessarily disqualify you from employment.)

\_\_\_\_\_

List special technical skills that you feel qualify you for the job which you are applying (i.e., computer programming/language, software, equipment operation, special tools or machines, etc.):

\_\_\_\_\_

## EDUCATION

Education	School Name and Location	Course of Study	Graduate?	# Years Completed	Degree/Major
High School					
College					
Bus./Tech./Trade or Post College					

Honors Received \_\_\_\_\_

## WORK EXPERIENCE

*Start with your present or last please of employment. You may include any verifiable work performed on a volunteer basis, or military service.*

Employer

\_\_\_\_\_  
*Name* \_\_\_\_\_ \_\_\_\_\_  
*Address* \_\_\_\_\_ \_\_\_\_\_  
*Type of Business*  
 Phone (     ) \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_  
 Dates Employed From \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ To \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
 Job Title \_\_\_\_\_ \_\_\_\_\_  
 Supervisor's Name \_\_\_\_\_  
 May we contact? Yes  No   
 Wages Start \_\_\_\_\_ Final \_\_\_\_\_ Reason for Leaving \_\_\_\_\_  
 Duties \_\_\_\_\_

Employer

\_\_\_\_\_  
*Name* \_\_\_\_\_ \_\_\_\_\_  
*Address* \_\_\_\_\_ \_\_\_\_\_  
*Type of Business*  
 Phone (     ) \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_  
 Dates Employed From \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ To \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
 Job Title \_\_\_\_\_ \_\_\_\_\_  
 Supervisor's Name \_\_\_\_\_  
 May we contact? Yes  No   
 Wages Start \_\_\_\_\_ Final \_\_\_\_\_ Reason for Leaving \_\_\_\_\_  
 Duties \_\_\_\_\_

Employer

\_\_\_\_\_  
*Name* \_\_\_\_\_ \_\_\_\_\_  
*Address* \_\_\_\_\_ \_\_\_\_\_  
*Type of Business*  
 Phone (     ) \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_  
 Dates Employed From \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ To \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
 Job Title \_\_\_\_\_ \_\_\_\_\_  
 Supervisor's Name \_\_\_\_\_  
 May we contact? Yes  No   
 Wages Start \_\_\_\_\_ Final \_\_\_\_\_ Reason for Leaving \_\_\_\_\_  
 Duties \_\_\_\_\_

## REFERENCES

Please list the names of additional work-related references we may call. Individuals with no prior work experience may list school or volunteer related references.

Name	Position	Company	Work Relationship (i.e., supervisor, co-worker)	Telephone #

## APPLICANT CERTIFICATION

I understand and agree that if driving is a requirement of the job for which I am applying, my employment and/or continued employment is contingent on processing a valid driver's license and automobile liability equal to the minimum require by the state where I reside.

I understand that the Company may not have, or may establish, a drug-free workplace or drug and/or alcohol testing program consistent with applicable federal, state, and local law. If the Company has such a program and I am offered a conditional offer of employment, I understand that if a pre-employment (post-offer) drug and/or alcohol test is positive, the employment offer may be withdrawn. I agree to work under the condition requiring a drug-free workplace, consistent with applicable federal, state, and local law. I also understand that all employees of the location, pursuant to the Company's policy and federal, state, and local law, may be subject to urinalysis and/or blood screening or other medically recognized tests designed to detect the presence of alcohol or controlled drugs. If employed, I understand that the taking of alcohol and/or drug tests is a condition of continual employment and I agree to undergo alcohol and drug testing consistent with the Company's policies and applicable federal, state, and local law.

If employed by the Company, I understand and agree that the Company, to the extent permitted federal, state, and local law, I may exercise its right, without prior warning or notice, to conduct investigations of property (including, but not limited to, files, lockers, desks, vehicles, and computers) and, in certain circumstances, my personal property.

I understand and agree that as a condition of employment and to the extent permitted by federal, state, and local law, I may be requires to sign a confidentiality, non-compete, and/or conflict of interest statement.

I certify that all the information on this application, my resume, or any supporting document is complete and accurate to the best of my knowledge. I understand that any falsification, misrepresentation, or omission of any information may result in disqualification from consideration for employment or, if employed, disciplinary action, up to and including immediate dismissal.

I UNDERSTAND THAT NEITHER THIS APPLICATION NOR ANY COMMUNICATION BY A MANAGEMENT REPRESENTATIVE IS INTENDED TO CREATE OR DOES CREATE A CONTRACT OF EMPLOYMENT, OFFER, OR PROMISE OF EMPLOYMENT. I ACKNOWLEDGE THAT IF HIRED BY THE COMPANY, EMPLOYMENT IS ON AN AT-WILL BASIS. THIS MEANS THE COMPANY IS FREE TO TERMINATE EMPLOYMENT AT ANY TIME, WITH OR WITHOUT CAUSE OR ADVANCE NOTICE, IN ACCORDANCE WITH STATE LAW, AND ACCEPTANCE OF EMPLOYMENT IS NOT A CONTRACT OF EMPLOYMENT FOR ANY SPECIFIED TIME. SIMILARLY, I AM FREE TO TERMINATE MY EMPLOYMENT WITH THE COMPANY AT ANY TIME FOR ANY REASON. THIS AT-WILL PROVISION MAY BE MODIFIED OR WAIVED ONLY IN A WRITTEN AGREEMENT SIGNED BY AN AUTHORIZED REPRESENTATIVE OF THE COMPANY AND ME.

I AGREE TO CONFORM TO THE RULES AND REGULATION OF THE COMPANY, AND I UNDERSTAND THAT THE COMPANY HAS COMPLETE DESCRETION TO MODIFY SUCH RULES AND REGULATION AT ANY TIME, ACCEPT THAT IT WILL NOT MODIFY ITS POLICY OF EMPLOYMENT AT-WILL.

I authorize the Company or its agents to confirm all statements contained in this application and/or resume as it relates to the position I am seeking and to the extent permitted by federal, state, and local law. I agree to complete any requisite authorization forms for the background investigation.

I authorize and consent to, without reservation, any party or agency contacted by this employer to furnish the above-mentioned information. I hereby release, discharge and hold harmless, to the extent permitted by federal, state, and local law, any party delivering information to the Company or its duly authorized representative pursuant to this authorization from any liability, claims, charges, or causes of action which I may have as a result of the delivery or disclosure of the about requested information. I hereby release from liability the Company and its representative for seeking such information and all other persons, corporations, or organizations furnishing such information.

I understand this Company hires only individuals who are legally eligible to work in the United States.

Applicant Signature \_\_\_\_\_

Date \_\_\_\_\_

Signature of Company Representative \_\_\_\_\_

Date \_\_\_\_\_

If the applicant is a minor, the foregoing release and consent must be signed by the applicant's parent or legal guardian. Signature by the applicant's parent or legal guardian constitutes acknowledgement by the applicant and the parent or legal guardian that the Company, to the extent permitted by federal, state, and local law, can test the applicant for controlled substances, conduct inspections of property without notice, and communicate screen results to Company personnel who need to know, the applicant, and the applicant's legal guardian.

\_\_\_\_\_  
Parent/Legal Guardian

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date