

We are an equal opportunity employer, dedicated to a employment on any basis including race, color, age, sex, Consistent with the Americans with Disabilities Act, applicants may request accommodations needed to participate in the application process.

APPLICATION FOR EMPLOYMENT

policy of non-discrimination in religion, disability or national origin.

PERSONAL INFORMATION

Date: _____ Social Security No. _____

Name _____
Last First Middle

Present Address _____
Street City State Zip

Phone No. _____ Are you 18 years of age or older? _____ Yes _____ No

Best time to contact _____ May we contact you at work? _____ Yes _____ No (if yes, phone # _____)

Have you been convicted of a felony in the last 7 years? _____ Yes _____ No
(such conviction may be relevant if job related, does not bar you from employment)

Referred By _____

EMPLOYMENT DESIRED

Full time _____ Part time _____

Position _____ Date you can start _____

Are you employed now? _____ Yes _____ No If so, may we contact your present employer? _____ Yes _____ No

Do you have a current employment agreement? _____ Yes _____ No

Ever applied to this Company before? _____ Yes _____ No Where? _____ When? _____

EDUCATION

Name and location of school Circle last year completed Did you graduate? Subject studied/degree received

High School _____ 1 2 3 4 _____ Yes _____ No _____

College _____ 1 2 3 4 _____ Yes _____ No _____

Trade School etc. _____ 1 2 3 4 _____ Yes _____ No _____

GENERAL

Subjects of special study or research work _____

Job related skills (typing, computer literate, driver's license, etc... provide license # if required for job) _____

FORMER EMPLOYERS List below your four employers, starting with the last one first.

Date Month and Year	Name and Address of Employer	Salary (upon leaving)	Position	Reason for Leaving
From				
To				
From				
To				
From				
To				
From				
To				

===== :

REFERENCES List below three persons not related to you, whom you have known at least one year.

Name	Address	Position	Years Acquainted
1.			
2.			
3.			

===== :

If you are to be hired by the company, you will be required to attest to your identity and employment eligibility, and to present documents confirming your identity and employment eligibility. You cannot be hired if you cannot comply with these requirements.

AUTHORIZATION

I certify that the facts contained I this application (and accompanying resume, if any) are true and complete to the best of my knowledge. I understand that any false statement, omission, or misrepresentation on this application is sufficient cause for refusal to hire, or dismissal if I have been employed, no matter when discovered by the Company.

I understand that any employment is conditioned on a background and other sources disclosed to confirm information given. I authorize the Company to thoroughly investigate all statements contained in my application or resume, and I authorize my former employers and references to disclose information regarding my former employment, character and general reputation to the Company, without giving me prior notice of such disclosure. In addition, I release the Company, any former employees and all references listed above from any and all claims, demands or liabilities arising out of or related to such investigation or disclosure.

I understand and agree that nothing contained in this application, or conveyed during any interview, is intended to create an employment contract. I further understand and agree that if I am hired, my employment will be "at will" and without fixed term, and may be terminated at any time, with or without cause and without prior notice, at the option of either myself or the Company. No promises regarding employment have been made to me, and I understand that no such promise or guarantee is binding upon the Company unless made in writing.

If I am offered employment I agree to submit to a medical examination and drug test before starting work. If employed, I also agree to submit to a medical examination or drug test at any time deemed appropriate by the Company and as permitted by law. I consent to such examinations and tests, and I request that the examining doctor disclose to the Company the results of the examination, which results shall remain confidential and segregated from my personnel file. I understand that my employment or continued employment, to the extent permitted by law, is contingent upon satisfactory medical examinations and drug test, and if I am hired a condition of my employment will be held that I abide by the Company's Drug and Alcohol Policy.

I understand that filling out this form does not indicate there is a position open and does not obligate the Company to hire. If hired, I agree to abide by all Company work rules, policies and procedures. The Company retains the right to revise its policies or procedures, in whole or in part, at any time.

Date _____ **Signature** _____ :

PERSONNEL USE ONLY

Date of Hire _____ Full-time _____ Part-time _____
 Job Title _____ Dept _____
 Department Manager _____ Pay Rate _____
 Authorized Signature _____