



# APPLICATION FOR EMPLOYMENT



We are an Equal Opportunity Employer and fully subscribe to the principles of Equal Employment Opportunity. Applicants and/or employees are considered for hire, promotion, and job status, without regard to race, color, religion, creed, sex, age, marital status, national origin, physical or mental disability.

Position(s) applied for: \_\_\_\_\_ Date of Application \_\_\_\_\_

Name \_\_\_\_\_ Social Security # \_\_\_\_\_  
Last First Middle

Address \_\_\_\_\_  
Street City State Zip

Telephone # \_\_\_\_\_ Mobile # \_\_\_\_\_

Email \_\_\_\_\_

Are you able to perform the essential job functions for the position in which you are applying with or without reasonable accommodations? **Yes No**

Have you ever been convicted of any felonies during the past seven years? (A Criminal record or a conviction will not automatically bar employment, but will be taken into consideration only as it reasonably relates to your ability to perform in the position for which you are applying)

**Yes No** If your answer is yes, please provide date(s) & details:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Are you legally eligible for employment in this Country? **Yes No**

Date you can start \_\_\_\_\_ What is your desired salary range? \_\_\_\_\_

Type of employment desired **Full Time Part-Time Temporary Seasonal**

If required, will you work: **Rotating Shifts Yes No Saturdays Yes No**  
**Overtime Yes No Sundays Yes No**

Do you have a valid Driver's License? **Yes No** **D.L. Number:** \_\_\_\_\_ **State:** \_\_\_\_\_

Do you have a valid Commercial Driver's License (CDL)? **Yes No** **Class/Type:** \_\_\_\_\_

**Skills & Qualifications**

State fully why you believe you are qualified for this position & summarize any special training, skills, licenses and/or certificates that may assist you in performing the position in which you are applying:

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**Computer Skills** (Check appropriate boxes & years of experience)

- |  |            |                                   |            |
|--|------------|-----------------------------------|------------|
| <input type="checkbox"/> Word Processing   | Years_____ | <input type="checkbox"/> E-Mail   | Years_____ |
| <input type="checkbox"/> Excel Spreadsheet | Years_____ | <input type="checkbox"/> Internet | Years_____ |
| <input type="checkbox"/> Presentation      | Years_____ | <input type="checkbox"/> Other    | Years_____ |

**Educational Back round**

Starting with your most recent school attended, please provide the following information:

Name & Address of School:

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High School: Select last grade completed

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1    2    3    4    5    6    7    8    9    10    11    12    GED

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College or University:	Major Course Studied	Graduated/Degree/Cert
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Other School(Technical, Vocational, Graduate)	Major Course Studied	Graduated/Degree/Cert
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List any scholarships, academic honors, awards or special achievements and/or accomplishments:

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**Employment History**

Starting with your most recent employer, please provide the following information:

Employer:				Telephone #:			
Street Address:			City:		State:		
Starting job title/final job title:				Dates employed:			
Summarize the type of work performed & job responsibilities:							
Immediate supervisor & title (for most recent position held):							
Reason for leaving:				May we contact for reference?			
				Yes		No	
Hourly	Salary	\$	Per	Hourly	Salary	\$	Per
Compensation(starting)				Compensation(leaving)			

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Street Address:			City:		State:		
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Hourly	Salary	\$	Per	Hourly	Salary	\$	Per
Compensation(starting)				Compensation(leaving)			

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Immediate supervisor & title (for most recent position held):							
Reason for leaving:				May we contact for reference?			
				Yes		No	
Hourly	Salary	\$	Per	Hourly	Salary	\$	Per
Compensation(starting)				Compensation(leaving)			

**References**

List names & telephone numbers of three business/work references who are **not** related to you & who are **not** previous supervisors. If not applicable, list three school or personal references that are **not** related to you.

Name	Title	Relationship to you	Telephone Number

**Applicant Statement**

I certify that all information I have provided in order to apply for and secure work with this employer is true, complete and correct.

I expressly authorize , without reservation, the employer, it's representatives, employees or agents to contact and obtain information from all references (personal & professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this publication, resume or job interview. I hereby waive any and all rights and claims that I may have regarding the employer, it's agents, employees or representatives, for seeking, gathering and using truthful and non-defamatory information, in a lawful manner, in the employment process and all other persons, corporations or organizations for furnishing such information about me.

I understand that this employer does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or eliminating any applicant from consideration for employment on any basis prohibited by applicable local, state, or federal law.

I also understand that if I am hired, I will be required to provide proof of identity and legal authorization to work in the United States and that federal immigration laws require me to complete an I-9 Form in this regard.

**I understand that an employment offer shall be conditioned upon:**

- **the successful completion of a test for illegal drugs and controlled substances as prescribed by the Company**
- **the successful completion of a due diligence back round check, which may include at a minimum the Social Security Association, Alias and Maiden Name Research, National Sex Offender Search, Criminal history and Federal Court Criminal Check. Credit reports *are not* conducted as a part of this process at this time.**

**I understand that any information provided by me that is found to be false, incomplete, or misrepresented in any aspect, will be sufficient cause to (i) eliminate me from further consideration for employment, or (ii) may result in my immediate discharge from the employer's service, whenever it is discovered.**

**DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE APPLICANT STATEMENT.**

I certify that I have read, fully understand and accept all terms of the foregoing Applicant Statement.

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

Date \_\_\_\_\_