

APPLICATION FOR EMPLOYMENT

An Equal Opportunity Employer



(Application will remain active for 30 days)

Position

Applied For: _____ Referral Source: _____

Name: _____ E-Mail Address: _____

_____ Last _____ First _____ M.I. _____

Address: _____ Phone: (____) _____

Street

City

State

Zip

Are you at least 18 years of age? ☐ Yes ☐ No

Are you a U.S. Citizen or legally authorized to work in the U.S.? ☐ Yes ☐ No

Date you are able to start work: _____

May we contact your current employer? ☐ Yes ☐ No

Pay Expected: \$_____ per _____

Do you wish to work: ☐ Full-time ☐ Part-time
☐ Temporary

Are you willing and available to work? ☐ On call
☐ Days ☐ Evenings ☐ Nights
☐ Overtime ☐ Weekends ☐ Holidays

If applying for a job that requires one, do you have a valid driver's license? ☐ Yes ☐ No

Have you previously applied with us? ☐ Yes ☐ No

When _____

Have you previously worked with us? ☐ Yes ☐ No

When _____

Are any of your records under a different name? ☐ Yes ☐ No

If so, what name _____

Do you have any relatives working for us? ☐ Yes ☐ No

If so, who? _____

Is there any reason you might be unable to meet our attendance requirements? ☐ Yes ☐ No

If yes, please explain _____

| EDUCATION/ TRAINING | Name and Location of School | Did You Graduate? | Subjects Studied |
|--|-----------------------------|----------------------|------------------|
| High School | | | |
| College | | | |
| Other Training (particularly that led to license or certification) | | | |

Are you taking or do you plan to take any additional education? If so, what? _____

SKILLS / ABILITIES:

List any machines you are skilled in using: _____

List any skills or abilities you have which are pertinent to the position, including hobbies or related interests: _____

JOB REQUIREMENTS

Will you be able to perform the essential functions of the job, with or without reasonable accommodation?

☐ Yes ☐ No

PLEASE LIST WORK EXPERIENCE, INCLUDING MILITARY AND VOLUNTEER EXPERIENCE

Present or Last Employer:

Address: _____ Phone: () _____

Start Date: _____ Leaving Date: _____ Supervisor: _____

Job Title & Duties: _____

Why Did You Leave? _____

Previous Employer:

Address: _____ Phone: () _____

Start Date: _____ Leaving Date: _____ Supervisor: _____

Job Title & Duties: _____

Why Did You Leave? _____

Previous Employer:

Address: _____ Phone: () _____

Start Date: _____ Leaving Date: _____ Supervisor: _____

Job Title & Duties: _____

Why Did You Leave? _____

PERSONAL REFERENCE

Name: _____ Phone: () _____

Address: _____

Occupation: _____ How Long Known: _____

PLEASE READ EACH OF THE FOLLOWING ITEMS BEFORE SIGNING THIS APPLICATION

1. As a final step in the hiring process, an applicant may be subject to an employment entrance exam that may include a background check and screening for illegal drugs. Applicants who confirm positive on drug screening will not be considered for employment. If a job offer is made, it may be made contingent upon the successful passing of all employment entrance exams.
2. **I CERTIFY** that the facts contained in this application are true and complete, and understand that if employed, false, misleading or incomplete statements on this application shall be grounds for immediate dismissal.
3. **I AUTHORIZE** the company to investigate and verify any information contained in my application or pre-hire interviews, including my previous employment, education and background. I further release all parties from all liability for any damage that may result from furnishing or receiving such information.
4. **I UNDERSTAND** and agree that my employment and compensation may be terminated at any time without prior notice, with or without reason, at the option of the company or myself, and understand that no representative of the company, other than the General Manager, has authority to enter into any agreement contrary to the foregoing.
5. **I UNDERSTAND** that all company property must be returned and any indebtedness to the company must be paid on or before my last day of work. I authorize the company to deduct from my final paycheck an amount necessary to satisfy any unpaid obligation.

Signature of Applicant: _____

Date: _____