

Employment Application

Please print and provide all requested information. On the last page, initial each section and sign at the end.

1. PERSONAL INFORMATION

Date	Last Name	First Name	Middle Name
All Other Names Used and Dates Used			
Cell Phone (include area code)	Home Phone (include area code)	Business Phone (include area code)	
Current Address	City	State	Zip Code
Permanent/Mailing Address (if different from above)	City	State	Zip Code
Prior Address	City	State	Zip Code
Prior Address	City	State	Zip Code
Prior Address	City	State	Zip Code

2. GENERAL INFORMATION

Position applying for:	<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time	Date you can start	Desired Compensation
How did you learn about the Company or position?	Why are you applying for work at the Company?		
Have you ever applied to or worked for the Company? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, when?			
If previously employed by the Company, reason for leaving:			
Do you have any friends or relatives working for the Company? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, state name(s) and relationship(s)			
If hired, can you present evidence of U. S. citizenship or proof of legal right to live and work in the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No		If hired, can you work overtime as needed from time to time? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Are you at least 18 years old? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, can you furnish a work permit? <input type="checkbox"/> Yes <input type="checkbox"/> No		If hired, do you have reliable transportation to and from work? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Languages in which you are able to communicate effectively, both verbally and in writing, that may be applicable to your job:			

3. EDUCATION, TRAINING, EXPERIENCE AND INTERESTS

HIGH SCHOOL	Name		Address		
	City		State	Zip Code	Country (if not U.S.)
	No. of Years Completed	Did you Graduate? <input type="checkbox"/> Yes <input type="checkbox"/> No	Degree or Diploma		

COLLEGE / UNIVERSITY	Name		Address		
	City		State	Zip Code	Country (if not U.S.)
	No. of Years Completed	Did you Graduate? <input type="checkbox"/> Yes <input type="checkbox"/> No	Degree or Diploma		

VOCATIONAL OR OTHER BUSINESS SCHOOLS	Name		Address		
	City		State	Zip Code	Country (if not U.S.)
	No. of Years Completed	Did you Graduate? <input type="checkbox"/> Yes <input type="checkbox"/> No	Degree or Diploma		

OTHER EDUCATION OR TRAINING	Name		Address		
	City		State	Zip Code	Country (if not U.S.)
	No. of Years Completed	Did you Graduate? <input type="checkbox"/> Yes <input type="checkbox"/> No	Degree or Diploma		

CERTIFICATIONS LICENSES	Please List:
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SPECIAL TRAINING	Please List:
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OTHER	Please List Any Other Education, Training or Activities You Would Like the Company To Consider:
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4. EMPLOYMENT HISTORY

Please complete, even if attaching a resume. List all current and past employment for the last ten years, starting with your most recent employer. In addition, account for all periods of unemployment in the last ten years.

May the Company contact your current employer at this time: Yes No

If not, please be advised that the Company will require consent as a mandatory condition of employment prior to or upon acceptance of a conditional offer of employment.

Name of Employer	Type of Business	Phone Number (include area code)	
Address	City	State	Zip Code
Dates of Employment: From: To:	Compensation: Starting \$ _____ per _____ Ending \$ _____ per _____	Name of Reference Contact: Contact Phone Number:	
Your Position and Duties		Reason for Leaving	

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Address	City	State	Zip Code
Dates of Employment: From: To:	Compensation: Starting \$ _____ per _____ Ending \$ _____ per _____	Name of Reference Contact: Contact Phone Number:	
Your Position and Duties		Reason for Leaving	

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Your Position and Duties		Reason for Leaving	

Attach additional pages(s) if necessary to include all present and past employment for at least the last ten years.

5. REFERENCES

Please provide three references, not related to you, who have knowledge of your work performance within the last five years.

Last Name	First Name	Daytime Phone Number	
Address	City	State	Zip Code
Occupation/Employer	Years Acquainted	Relationship: <input type="checkbox"/> Personal <input type="checkbox"/> Business <input type="checkbox"/> Supervisor <input type="checkbox"/> Subordinate <input type="checkbox"/> Peer <input type="checkbox"/> Other:	

Last Name	First Name	Daytime Phone Number	
Address	City	State	Zip Code
Occupation/Employer	Years Acquainted	Relationship: <input type="checkbox"/> Personal <input type="checkbox"/> Business <input type="checkbox"/> Supervisor <input type="checkbox"/> Subordinate <input type="checkbox"/> Peer <input type="checkbox"/> Other:	

Last Name	First Name	Daytime Phone Number	
Address	City	State	Zip Code
Occupation/Employer	Years Acquainted	Relationship: <input type="checkbox"/> Personal <input type="checkbox"/> Business <input type="checkbox"/> Supervisor <input type="checkbox"/> Subordinate <input type="checkbox"/> Peer <input type="checkbox"/> Other:	

6. ADDITIONAL INFORMATION

Please provide any additional information you would like the Company to consider.

7. ACKNOWLEDGEMENT

PLEASE READ CAREFULLY, INITIAL EACH PARAGRAPH, AND SIGN BELOW.

Initial _____	In an effort to consider all qualified candidates for employment, this Employment Application does not inquire about criminal convictions. I understand that if I continue to be considered for employment, I may be required to disclose criminal history information and to consent to a background check as a condition of employment. A criminal conviction may be relevant if job-related, but does not necessarily bar applicants from employment. The Company will also consider factors such as the nature of the crime, the time elapsed, and the nature of the job.
Initial _____	I consent to pre-employment background screening, including reference checks and verification of prior and current employment, education, certifications, licenses and other credentials. I agree to execute any documents that may be required to authorize the Company to thoroughly investigate my references, work record, education and other matters related to my suitability for employment, and to authorize my references and former employers to disclose to the Company any relevant or potentially-relevant information. In addition, I release the Company, my former employers, and all other persons and entities from any and all claims, demands or liabilities related in any way to such investigation or disclosure.
Initial _____	I certify that I have not falsified or knowingly withheld any information that might adversely affect my chances for employment, and that the answers given by me are true and correct to the best of my knowledge. I have personally completed this application, and I understand that any omission or misstatement of material fact on this application, or any false or misleading information or document, shall be grounds for rejection of this application or immediate discharge if I am employed, regardless of the time elapsed before discovery.
Initial _____	I understand that I have an affirmative duty to advise the Company if, at any time during the term of my employment, I become the subject of any criminal investigation or proceeding, or of any conviction, including a conviction based on a plea agreement, during the term of my employment.
Initial _____	I understand that I have an affirmative duty to advise the Company if, at any time during the term of my employment, I am named as a defendant in a civil action, or a civil judgment is entered against me, arising from an allegation of fraud, dishonesty, misrepresentation, theft, misappropriation, bad faith or related claims.
Initial _____	I understand that nothing contained in this Employment Application, conveyed during any interview that may be conducted, or during my employment if hired, is intended to create an employment contract. Employment is at-will, which means that I may quit or be transferred, reassigned, promoted, suspended, demoted or discharged at any time, with or without cause or notice. The Company's policies, procedures and benefits may be changed at any time, with the exception of the At-will Agreement, which can be altered only by a written agreement signed by a Company Officer.
Initial _____	If employed, and in consideration of my employment, I agree to conform to the Company's rules, policies and procedures as may be communicated to me.

Signature

Print Name

Date