

# APPLICATION FOR EMPLOYMENT

Conditions of employment are stated at the end of this form. Please read carefully before you sign this application.

POSITION APPLIED FOR \_\_\_\_\_ DATE OF APPLICATION \_\_\_\_\_

PERSONAL						
PLEASE PRINT USING BALLPOINT PEN						
<b>FULL NAME</b>	FIRST	MIDDLE	LAST			
<b>PRESENT ADDRESS</b>	STREET	CITY	STATE	ZIP	HOW LONG	TELEPHONE #
<b>PREVIOUS ADDRESS</b>	STREET	CITY	STATE	ZIP	HOW LONG	TELEPHONE #
PERMANENT ADDRESS IF DIFFERENT FROM ABOVE:					OTHER NAMES USED NOW OR IN THE PAST	
IF NO PHONE, HOW MAY WE CONTACT YOU?						
HAVE YOU EVER WORKED FOR THE COMPANY BEFORE? <input type="checkbox"/> YES <input type="checkbox"/> NO						
IF YES, WHERE?			APPROXIMATE DATE: MO./YR.		REASON FOR LEAVING:	
HOW WERE YOU REFERRED TO THE COMPANY?						

GENERAL INFORMATION							
WHY DO YOU WANT THIS JOB AND HOW DOES IT FIT IN WITH YOUR FUTURE CAREER PLANS?							
CAN YOU PERFORM THE ESSENTIAL FUNCTIONS OF THE JOB (S) YOU ARE APPLYING FOR WITH OR WITHOUT ACCOMMODATION? (PLEASE SEE JOB DESCRIPTION)							
EXPECTED WAGE?	DATE AVAILABLE FOR WORK?	ARE YOU AVAILABLE TO WORK: <input type="checkbox"/> FULL TIME <input type="checkbox"/> PART TIME <input type="checkbox"/> OVER TIME					
ARE YOU UNDER THE AGE OF 18? <input type="checkbox"/> YES <input type="checkbox"/> NO		ARE YOU AVAILABLE TO TRAVEL? <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> OCCASIONAL					
PLEASE CHECK PREFERRED SCHEDULE:							
A. <input type="checkbox"/> I am available and desire to work FULL-TIME, and am available on the hours and days listed below. (Complete Section B.)							
<input type="checkbox"/> I am available and desire PART-TIME work. (If less than 30 hours a week, please complete sections A & B.)							
<input type="checkbox"/> I am only available for PART-TIME work because:							
<input type="checkbox"/> Student <input type="checkbox"/> Other Job <input type="checkbox"/> Other (explain) _____							
B. Hours Available:	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
"X" if no restrictions							
I am available to work from:	_____ to _____	_____ to _____	_____ to _____	_____ to _____	_____ to _____	_____ to _____	_____ to _____

EDUCATION					
EDUCATION TYPE OF SCHOOL	NAME AND ADDRESS OF SCHOOL	MAJOR SUBJECT	CIRCLE LAST YR. ATTENDED	GRADUATED	DEGREE
High School			1 2 3 4	<input type="checkbox"/> Yes <input type="checkbox"/> No	
College			1 2 3 4	<input type="checkbox"/> Yes <input type="checkbox"/> No	
College			1 2 3 4	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Graduate School			1 2 3 4	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Business, Trade, Other			1 2 3 4	<input type="checkbox"/> Yes <input type="checkbox"/> No	

# EMPLOYMENT HISTORY

ARE YOU EMPLOYED NOW?  YES  NO

IF YES, MAY WE CONTACT YOUR PRESENT EMPLOYER?  YES  NO

**BEGIN WITH YOUR MOST RECENT EMPLOYMENT AND CONTINUE IN REVERSE CHRONOLOGICAL ORDER (ATTACH ADDITIONAL SHEET IF NECESSARY).**

I EMPLOYER	FROM		DESCRIBE YOUR POSITION AND DUTIES	STARTING SALARY	REASON FOR LEAVING	NAME AND TITLE OF IMMEDIATE SUPERVISOR
	MO.	YR.				
NAME OF COMPANY						
ADDRESS	TO			ENDING SALARY		
CITY, STATE ( ZIP)	MO.	YR.				
PHONE NO.	TYPE OF BUSINESS					
EXPLAIN ANY PERIODS BETWEEN JOBS:						

II EMPLOYER	FROM		DESCRIBE YOUR POSITION AND DUTIES	STARTING SALARY	REASON FOR LEAVING	NAME AND TITLE OF IMMEDIATE SUPERVISOR
	MO.	YR.				
NAME OF COMPANY						
ADDRESS	TO			ENDING SALARY		
CITY, STATE ( ZIP)	MO.	YR.				
PHONE NO.	TYPE OF BUSINESS					
EXPLAIN ANY PERIODS BETWEEN JOBS:						

III EMPLOYER	FROM		DESCRIBE YOUR POSITION AND DUTIES	STARTING SALARY	REASON FOR LEAVING	NAME AND TITLE OF IMMEDIATE SUPERVISOR
	MO.	YR.				
NAME OF COMPANY						
ADDRESS	TO			ENDING SALARY		
CITY, STATE ( ZIP)	MO.	YR.				
PHONE NO.	TYPE OF BUSINESS					
EXPLAIN ANY PERIODS BETWEEN JOBS:						

IV EMPLOYER	FROM		DESCRIBE YOUR POSITION AND DUTIES	STARTING SALARY	REASON FOR LEAVING	NAME AND TITLE OF IMMEDIATE SUPERVISOR
	MO.	YR.				
NAME OF COMPANY						
ADDRESS	TO			ENDING SALARY		
CITY, STATE ( ZIP)	MO.	YR.				
PHONE NO.	TYPE OF BUSINESS					
EXPLAIN ANY PERIODS BETWEEN JOBS:						

HAVE YOU EVER BEEN DISCHARGED FROM ANY EMPLOYMENT OR RESIGNED IN LIEU OF TERMINATION?  NO  YES

IF YES, PLEASE EXPLAIN: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## ADDITIONAL EXPERIENCE OR QUALIFICATIONS

Summarize special skills and qualifications, volunteer activities, relevant military experience, hobbies, employment or other activities related to the job you are seeking and which you would like to be considered in connection with your application for employment.

# BUSINESS OR PERSONAL REFERENCES

## LIST PERSONS WHO HAVE INFORMATION CONCERNING YOUR WORK HISTORY

NAME		OCCUPATION	BUSINESS PHONE
ADDRESS	PHONE	TITLE	
CITY AND STATE		HOW LONG KNOWN	
NAME		OCCUPATION	BUSINESS PHONE
ADDRESS	PHONE	TITLE	
CITY AND STATE		HOW LONG KNOWN	

# SUPPLEMENTAL INFORMATION

Can you, upon employment, provide genuine documentation establishing your identity and eligibility to be legally employed in the United States?

YES  NO

# EQUAL EMPLOYMENT OPPORTUNITY

The company is committed to equal employment opportunity in all of its employment practices. Decisions involving every aspect of the employment relationship are made without regard to an employee's race, color, creed, religion, sex, age, national origin, sexual orientation, genetic information, family medical history, protected activity, marital status, veteran status, workers' compensation, disability, or any other status or characteristic protected under applicable state or federal law, unless it is a bona fide occupational requirement necessary to the normal operation of the business.

# NOTIFICATION AND AGREEMENT

## PLEASE READ BEFORE SIGNING

**PLEASE READ THE FOLLOWING STATEMENTS CAREFULLY BEFORE SIGNING THIS APPLICATION. ONLY THOSE APPLICATIONS THAT ARE SIGNED AND DATED ARE CONSIDERED VALID. IF YOU HAVE ANY QUESTIONS REGARDING THIS STATEMENT, PLEASE ASK THEM BEFORE SIGNING. YOUR APPLICATION WILL BE GIVEN EVERY CONSIDERATION, BUT ITS RECEIPT DOES NOT IMPLY YOU WILL BE EMPLOYED.**

I certify that all answers and statements I have made on this application (and any other accompanying or required documents) are true and complete without omissions. I understand that any falsification, misrepresentation or omission of fact on this application (or any other accompanying or required documents) will be cause for denial of employment or immediate termination of employment, regardless of when or how discovered.

YES  NO

I agree to conform to all rules and regulations of the company as they presently exist or are later modified. ***I recognize that, if I am hired, my employment will be at will and may be terminated at the discretion of the company or at my option, without notice, at any time, for any lawful reason.***

YES  NO

**I understand that nothing contained in this employment application or in the granting of an interview is intended to create a contract between or myself for employment for any specified period of time, or to assure me of any future position, benefits, or terms and conditions of employment.**

YES  NO

I acknowledge that I have read, understand, and agree with the above. In addition, I hereby authorize any of the persons of organizations named in the application (or other accompanying or required documents) to give you complete information and records regarding my employment, education, character and qualifications. This application is valid for only sixty (60) days from the date signed. ***If I want to be considered for job openings more than sixty (60) days from date signed, I will submit a new application.***

YES  NO

DATE

SIGNATURE OF APPLICANT

# APPLICANT AUTHORIZATION FOR RELEASE OF INFORMATION

I hereby authorize the following former employers:

Company Name: \_\_\_\_\_

Company Name: \_\_\_\_\_

Company Name: \_\_\_\_\_

to release information to \_\_\_\_\_ regarding my employment.  
This release of information covers my employment record in general, including information on the following questions:

1. Dates of employment;
2. Position held when started and left;
3. The quality of my work;
4. The quantity of my work;
5. My attendance habits (excluding workers' compensation, pregnancy, and other protected absences);
6. My relationship with co-workers and supervisors;
7. Reason for leaving;
8. Eligibility for rehire;
9. Strong points;
10. Weak points;
11. Whether I have had outbursts of temper, threatened, provoked fights with or assaulted others, engaged in hostile or violent behavior, or any traits that would present security or safety issues for others;
12. Other relevant information regarding my performance, skills, knowledge, suitability for employment sought, etc.

All former employers who provide such information are released from liability arising from such disclosures.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date