

# APPLICATION FOR EMPLOYMENT

**PLEASE PRINT**

**POSITION REQUESTED:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

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

Address: \_\_\_\_\_ City: \_\_\_\_\_ St: \_\_\_ Zip: \_\_\_\_\_

Previous Address: \_\_\_\_\_ City: \_\_\_\_\_ St: \_\_\_ Zip: \_\_\_\_\_

Telephone Number: (Home) \_\_\_\_\_ (Cell) \_\_\_\_\_ (Other) \_\_\_\_\_

E-mail Address: \_\_\_\_\_

**Please Note:**

This application form was designed for use by applicants for various positions: clerical, professional, technical and administrative. Answer the questions to the best of your ability. All information will be treated confidentially. The issuance of this application in no way constitutes an employment agreement. The Company is an at-will employer and may hire or terminate with or without notice for cause or without cause.

Failure to complete this application in its entirety may lead to rejection of the application by the Company. If the information supplied by the applicant is found to be false or misleading, the Company reserves the right to terminate the application process or the employee should you be hired.

EDUCATION	Print Name and Address for each School Listing	Number of Years Completed	Degree, Major or Type of Course
College			
Graduate School			
Trade, Business, Correspondence			
Other			

**EMPLOYMENT HISTORY** PLEASE PROVIDE A FIVE (5) YEAR HISTORY. LIST YOUR MOST RECENT FIRST.

Employer Name: \_\_\_\_\_ Dates: From: \_\_\_\_\_ To: \_\_\_\_\_  
(mo/yr) (mo/yr)

Employer Address: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

May we contact this employer? YES NO Salary: Start: \_\_\_\_\_ End: \_\_\_\_\_  
(hr/mo/yr) (hr/mo/yr)

Your Job Title: \_\_\_\_\_ Duties: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

**Job Verification Completed By:** \_\_\_\_\_ **Dated:** \_\_\_\_\_

**Is the applicant eligible for rehire? YES NO (If NO, is this normal company policy? Yes No)**

Employer Name: \_\_\_\_\_ Dates: From: \_\_\_\_\_ To: \_\_\_\_\_  
(mo/yr) (mo/yr)

Employer Address: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

May we contact this employer? YES NO Salary: Start: \_\_\_\_\_ End: \_\_\_\_\_  
(hr/mo/yr) (hr/mo/yr)

Your Job Title: \_\_\_\_\_ Duties: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

**Job Verification Completed By:** \_\_\_\_\_ **Dated:** \_\_\_\_\_

**Is the applicant eligible for rehire? YES NO (If NO, is this normal company policy? Yes No)**

Employer Name: \_\_\_\_\_ Dates: From: \_\_\_\_\_ To: \_\_\_\_\_  
(mo/yr) (mo/yr)

Employer Address: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

May we contact this employer? YES NO Salary: Start: \_\_\_\_\_ End: \_\_\_\_\_  
(hr/mo/yr) (hr/mo/yr)

Your Job Title: \_\_\_\_\_ Duties: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

**Job Verification Completed By:** \_\_\_\_\_ **Dated:** \_\_\_\_\_

**Is the applicant eligible for rehire? YES NO (If NO, is this normal company policy? Yes No)**

**GENERAL INFORMATION**

Are you legally authorized to work in the United States?	Yes	No	
Are you below the age of eighteen?	Yes	No	
Have you previously applied for employment here?	Yes	No	When? _____
Have you previously been employed by this company or any of its subsidiaries?	Yes	No	
If yes, When? _____	Company Name _____		

**APPLICANT STATEMENT**

I certify that the answers given herein are true and complete to the best of my knowledge.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

**Signature:** \_\_\_\_\_ **Dated:** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_