



APPLICATION FOR EMPLOYMENT

TO APPLICANT: We deeply appreciate your interest in our organization. Thank you for taking the time to complete this application.

The Civil Rights Act of 1964 prohibits discrimination in employment because of race, color, religion, sex, or national origin. Federal law also prohibits other types of discrimination such as age, citizenship, disability, veteran status, attainment of benefits, and participation in union activities. The laws of most states and many localities also prohibit some or all of the above types of discrimination as well as some additional types including, but not limited to, discrimination based upon ancestry, marital status, parental status, sexual orientation, or source of income. The Fair Credit Reporting Act imposes restrictions with respect to information obtained from a consumer reporting agency, including but not limited to information regarding credit data, personal character, general reputation and mode of living. **This list, however, is not exhaustive of the grounds on which discrimination is prohibited.**

PLEASE PRINT CLEARLY

PERSONAL

Date	Email		
Name			
LAST	FIRST	MIDDLE	
Address			
STREET	CITY	STATE	ZIP
Home Phone		Cell Phone	
Are you legally eligible for employment in the U.S.A.?		Yes ☐	No ☐
<i>If hired, you are required to submit proof of your eligibility to work in the U.S.A.</i>			
Are you over the age of eighteen?		Yes ☐	No ☐
<i>If no, hire is subject to verification that you are of minimum legal age.</i>			
Position(s) applied for			
Were you previously employed by us?		Yes ☐	No ☐
If yes, when?			
If your application is considered favorably, on what date will you be available for work?			
Are there any other job related experiences, skills, or qualifications which will be of special benefit in the job for which you are applying?			

EMPLOYMENT HISTORY

LIST BELOW PRESENT AND PAST EMPLOYMENT, BEGINNING WITH YOUR MOST RECENT

1	Employer/Company Name	Phone		
Address				
STREET		CITY	STATE	ZIP
From		To		
MONTH		YEAR	MONTH	YEAR
Name of Supervisor		Reason for Leaving		
Starting Annual or Hourly Pay		Ending Annual or Hourly Pay		
Describe the work you did:				

2	Employer/Company Name	Phone		
Address				
STREET		CITY	STATE	ZIP
From		To		
MONTH		YEAR	MONTH	YEAR
Name of Supervisor		Reason for Leaving		
Starting Annual or Hourly Pay		Ending Annual or Hourly Pay		
Describe the work you did:				

3	Employer/Company Name	Phone		
Address				
STREET		CITY	STATE	ZIP
From		To		
MONTH		YEAR	MONTH	YEAR
Name of Supervisor		Reason for Leaving		
Starting Annual or Hourly Pay		Ending Annual or Hourly Pay		
Describe the work you did:				

I hereby give permission to contact the employers listed above concerning my prior work experience:

Employer 1 ☐

Employer 2 ☐

Employer 3 ☐

Signed _____

If permission not given, list a reason:

RECORD OF EDUCATION

HIGH SCHOOL

School Name _____

Address CITY STATE	Did you graduate? Yes ☐ No ☐
	Last year completed 1 ☐ 2 ☐ 3 ☐ 4 ☐
Course of study	Diploma or Degree

COLLEGE

School Name _____

Address CITY STATE	Did you graduate? Yes ☐ No ☐
	Last year completed 1 ☐ 2 ☐ 3 ☐ 4 ☐
Course of study	Diploma or Degree

OTHER

School Name _____

Address CITY STATE	Did you graduate? Yes ☐ No ☐
	Last year completed 1 ☐ 2 ☐ 3 ☐ 4 ☐
Course of study	Diploma or Degree

PERSONAL REFERENCES NOT FORMER EMPLOYERS OR RELATIVES

Name and Occupation	Address	Phone Number

PLEASE READ AND SIGN BELOW

May we call you to follow up on this application? Yes ☐ No ☐
If yes, what is the best time to call? _____

The facts set forth in my application for employment are true and complete. I understand that if employed, any false statement on this application may result in dismissal. I further understand that this application is not and is not intended to be a contract of employment, nor does this application obligate the employer in any way if the employer decides to employ me. I understand and agree that my employment is at-will and can be terminated by either party with or without notice, at any time, for any reason or no reason. No one other than an officer of the Company has any authority to enter into any agreement for employment for any specified period of time or to make any agreement contrary to the foregoing and then only in a writing signed by an officer.

Signature of Applicant _____