

Application For Employment

Instructions: Complete all necessary information. You may be asked to provide additional information on another form. This application will be kept on file. It is to your advantage to periodically check to keep it correct and active. Be sure to sign and date the application. Please Print.

For Official Use Only

Name _____

Social Security # _____ Phone () _____

Address _____

City/State/Zip _____

Position applied for _____ Shift preferred 1 2 3 Any

Expected Pay _____

Would you accept full-time work? Yes No

Would you accept part-time work? Yes No

On what date would you be available for work? _____

Have you ever been employed here before? No Yes Date _____

Special training or skills (language, machine operation, etc) that would be of special benefit in the job for which you are applying: _____

Are you legally eligible for employment in the United States? Yes No (If yes, proof is required)

Are you of legal age to work in the United States? Yes No

Have you ever been convicted of a crime? Yes No

Applicant # _____

Employee # _____

Hire Date _____

Position _____

Rate _____

Class _____

Skill _____

Other _____

Notes _____

Attachments

Resume

Applicant Reference Check

Applicant Interview

Payroll Change Notice

Employee DataCard

Educational Background

School _____ Name and location of school _____ Course of study _____ Did you graduate? _____ Degree or diploma _____

Grammar School _____ Yes No

High School _____ Yes No

College _____ Yes No

Graduate School _____ Yes No

Vocational Training-other _____ Yes No

Membership in professional or civic organizations (Exclude those which may disclose your race, color, religion or national origin.)

Employment Experience

Place an by the employer(s) you **do not** want us to contact. List your most recent employer first.

Employer _____ Address _____
 Phone () _____
Job Title _____ Supervisor _____
Dates Employed: from _____ to _____ Hourly rate/Salary: starting _____ final _____
Work Performed _____ Reason for Leaving _____

2. Employer _____ Address _____
 Phone () _____
Job Title _____ Supervisor _____
Dates Employed: from _____ to _____ Hourly rate/Salary: starting _____ final _____
Work Performed _____ Reason for Leaving _____

3. Employer _____ Address _____
 Phone () _____
Job Title _____ Supervisor _____
Dates Employed: from _____ to _____ Hourly rate/Salary: starting _____ final _____
Work Performed _____ Reason for Leaving _____

4. Employer _____ Address _____
 Phone () _____
Job Title _____ Supervisor _____
Dates Employed: from _____ to _____ Hourly rate/Salary: starting _____ final _____
Work Performed _____ Reason for Leaving _____

Personal References

(Other than family members or previous employers)

1. Name _____ Phone () _____
Address _____

2. Name _____ Phone () _____
Address _____

3. Name _____ Phone () _____
Address _____

Additional Information

THE APPLICANT: Read this Section carefully before answering any of the questions in this area. Answer the following question only if the at the left of the question is checked. The Civil Rights Act of 1964 prohibits discrimination in employment because of race, color, creed, religion, sex, or national origin. Federal laws also prohibit other types of discrimination, such as age, citizenship, disability, veteran status, attainment of benefits, or participation in union activities. The laws of many states and localities also prohibit some or all of these types of discrimination, as well as prohibiting additional types of discrimination, such as discrimination based on ancestry, parental or marital status, sexual orientation, or source of income. Only those questions checked below by the employer are believed by the employer to be needed for a legally permissible reason.

- You have been given a written job description which includes the essential job functions of the position for which you have applied. Are you able to perform each of the essential job functions listed for this position with or without accommodation? Yes No
If you can perform the job function with an accommodation, please describe how you would perform the function and with what accommodations.

Please be sure to sign and date this application. Thank you for your interest in our company.

I understand that the Immigration Reform and Control Act of November 6, 1986 requires me to prove the legality of my residency or citizenship. I am also aware that the failure to provide such proof at the time of request may legally force my termination. To the best of my knowledge the information contained on this application is true. I understand that nothing contained in this employment application or in the granting of an interview is intended to create a contract between me and this company for either employment or the provision of any benefits; and further understand that if an employment relationship subsequently is established, I will have the right to terminate my employment at any time and the company will have a similar right. In addition, I understand that no promise, representation or agreement contrary to the foregoing is binding on the company unless more in writing and signed by me and an authorized representative of the company.

Applicant's signature _____ Date _____

Background Investigation and Reference Check
Consent Form

This serves to verify that ***firm name*** has my consent to conduct a Background investigation (including but not limited to a record of criminal conviction check and credit history check) and check references with previous employers not present employers (unless only with your prior written consent) and educational institutions listed on my resume and/or application.

PLEASE PRINT:

Date: _____

Name: _____

Social Security #: _____

Date of birth: _____

Signature: _____