

# APPLICATION FOR EMPLOYMENT

We are an equal opportunity employer. We do not discriminate against any person because of race, religion, color, national origin, sex, age, or any other legally protected status. Furthermore, we do not discriminate against any qualified person because of physical or mental disability that can be reasonably accommodated. Applicants and employees with disabilities may request an accommodation of their disability by notifying us of the need for accommodation.

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## PERSONAL

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Date of Application \_\_\_\_\_

Name \_\_\_\_\_  
Last First Middle

Social Security # \_\_\_\_\_

Present Address \_\_\_\_\_  
Street City State Zip

How long a resident of this State? \_\_\_\_\_

Telephone Number \_\_\_\_\_ Alternative Contact \_\_\_\_\_

Are you 18 years or older? YES \_\_\_\_\_ NO \_\_\_\_\_

Are you a U.S. citizen or alien authorized to work in the U.S.? \_\_\_\_\_

How did you hear about this company and/or position? \_\_\_\_\_

Relatives employed by this company \_\_\_\_\_

Have you worked for us before? \_\_\_\_\_ If yes, when? \_\_\_\_\_

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## EMPLOYMENT DESIRED

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Position applying for: 1. \_\_\_\_\_  
2. \_\_\_\_\_

Seeking: Full Time \_\_\_\_\_ Part Time \_\_\_\_\_ Other \_\_\_\_\_

Hours willing to work \_\_\_\_\_ Days willing to work \_\_\_\_\_

Are you willing to travel if the position you are applying for so requires? \_\_\_\_\_

Date you are available to start work: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

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### PREVIOUS EMPLOYMENT EXPERIENCE

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List below present and past employers, starting with present or most recent employer.

1. Employer: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

Job Title: \_\_\_\_\_ Supervisor: \_\_\_\_\_

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

Starting Pay: \_\_\_\_\_ Ending Pay: \_\_\_\_\_

Describe work performed: \_\_\_\_\_  
\_\_\_\_\_

2. Employer: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

Job Title: \_\_\_\_\_ Supervisor: \_\_\_\_\_

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

Starting Pay: \_\_\_\_\_ Ending Pay: \_\_\_\_\_

Describe work performed: \_\_\_\_\_  
\_\_\_\_\_

3. Employer: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

Job Title: \_\_\_\_\_ Supervisor: \_\_\_\_\_

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

Starting Pay: \_\_\_\_\_ Ending Pay: \_\_\_\_\_

Describe work performed: \_\_\_\_\_  
\_\_\_\_\_

4. Employer: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

Job Title: \_\_\_\_\_ Supervisor: \_\_\_\_\_

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

Starting Pay: \_\_\_\_\_ Ending Pay: \_\_\_\_\_

Describe work performed: \_\_\_\_\_  
\_\_\_\_\_

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### QUALIFICATIONS AND EDUCATION

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Please answer the following questions that are directly related to the position you are applying for:

Name of High School \_\_\_\_\_

Did you graduate? \_\_\_\_\_ If not, years completed \_\_\_\_\_ GED obtained? \_\_\_\_\_

Post-high school technical or trade school? \_\_\_\_\_ Name \_\_\_\_\_

Did you receive a certificate of completion? \_\_\_\_\_ Type of certificate \_\_\_\_\_

College \_\_\_\_\_

Major course of study \_\_\_\_\_ Degree \_\_\_\_\_

List any additional training or education that you believe relates to the position you are applying for: \_\_\_\_\_  
\_\_\_\_\_

Can you operate equipment necessary for performing essential functions of the job for which you are applying? Please specify: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Typing? \_\_\_\_\_ Words per minute \_\_\_\_\_ Shorthand? \_\_\_\_\_ Words per minutes \_\_\_\_\_

If applying for a lift truck position, do you possess a valid lift truck license? \_\_\_\_\_

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**MILITARY SERVICE**

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Have you had any experience in the U.S. Armed Forces or in a State National Guard?

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If yes, what branch? \_\_\_\_\_

Training/skills acquired that you believe are related to the position for which you are applying:

\_\_\_\_\_  
\_\_\_\_\_

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**ADDITIONAL INFORMATION**

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Have you been convicted of a felony within the last five years which is substantially related to your ability to perform the job for which you are applying? \_\_\_\_\_

If yes, please state date and circumstances \_\_\_\_\_  
*(yes will not necessarily disqualify you from consideration)*

\_\_\_\_\_

If offered employment, are you willing to submit to a pre-employment physical that is related to the job for which you are applying? \_\_\_\_\_

Are you willing to submit to a pre-employment substance abuse screening if permitted by state law? \_\_\_\_\_

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## JOB APPLICANT'S AGREEMENT AND CERTIFICATION

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**Note:** Applicant should carefully read and understand the following agreement and certification before signing.

I certify that all of the information that I have given here is true and complete. I agree that if I have not told the truth, or if I have tried to mislead the company, that will be enough reason not to hire me, or if I have been hired, to fire me.

I understand that the company will check my references and background, and that whether or not I am considered for a job depends on the results of that check. I authorize the company to use this application to check my background and references. I also authorize any of my prior employers, any of my references, and any other person to answer any questions about my ability, my character, my reputation, and my previous employment record. I release all of these people from any liability on account of having given this information.

I understand that my filling out this application does not mean that the company has any jobs open, and does not obligate the company to find a job for me.

I understand that if I am hired, there is no guarantee that the company will continue to employ me. Instead, the company has the right to terminate my employment at any time, just as I have the right to quit. I understand that there is no employment contract between the company and me. No one has promised me anything.

I understand that policies and rules that the company has now are not guaranteed, and that the company may change its policies and rules at any time.

I also understand that this application will be kept on active file for thirty days from the date I completed it. If I am not hired during that time and I still want to be considered, I will have to reapply.

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Signature of Applicant

Date