

APPLICATION FOR EMPLOYMENT

Applicants are considered for all positions without regard to race, color, religion, age, sex, marital status, national origin, veteran status, sexual orientation, or the presence of a non-job-related medical condition, disability or handicap.

It is a company policy to provide a non-smoking work environment for all employees. Smoking is not permitted in company offices, on the production floor or common areas of the building.

Thank you for completing this application form and for your interest in employment with our company. Employment will be subject to satisfactory reference checks.

PERSONAL

Last Name	First	Middle
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Street Address	Date
City, State, Zip	Home Phone
Social Security Number (Optional)	Business Phone
Position Applied For	Salary Desired
Source of Referral	Date Available

Are you under the age of 18 years, and can you provide required proof on your eligibility to work? Yes No

Have you ever filed an application with us before? Yes No

Have you ever been employed with us before? Yes No

Are you currently employed? Yes No

May we contact your present employer? Yes No

Are you currently on "lay-off" status and subject to recall? Yes No

EDUCATION

School	Name and Location	Course of Study	# of Years Completed	Did You Graduate?	Degree or Diploma
College				Yes No	
High				Yes No	
Elementary				Yes No	
Other				Yes No	

US MILITARY SERVICE

Branch of Service	From	To
Rank and Type of Service		
Training / Experience Received		

EMPLOYMENT EXPERIENCE (Start with present or most recent employer)

Employer	Telephone	Dates Employed	
		From	To
Address	Job Title		
Supervisor	Reason for Leaving	Hourly Rate / Salary	
		Starting	Final

Work Performed			
Employer	Telephone	Dates Employed	
		From	To
Address	Job Title		
Supervisor	Reason for Leaving	Hourly Rate / Salary	
		Starting	Final
Work Performed			
Employer	Telephone	Dates Employed	
		From	To
Address	Job Title		
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Work Performed			
Employer	Telephone	Dates Employed	
		From	To
Address	Job Title		
Supervisor	Reason for Leaving	Hourly Rate / Salary	
		Starting	Final

Work Performed		
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SPECIAL SKILLS AND QUALIFICATIONS

Summarize special skills, qualifications, licenses, hobbies, professional, business or civic experiences that you think would especially qualify you for employment. (You may exclude those which indicate race, religion, sex or national origin)

Have you ever been convicted of a felony?

REFERENCES (*other than relatives*)

Name	Home Address	Phone	Occupation	Years Known

- **I understand that employment will be subject to my submitting documentary proof of my identity and legal eligibility to work.**
- **I understand that the employer follows an “employment at will” policy, in that I or the employer may terminate my employment at any time or for any reasons consistent with applicable state or federal law.**
- **I understand that this application is not a contract of employment.**

- I understand that the company will thoroughly investigate my work and personal history and verify all data given on this application, on related papers, and in interviews. I authorize all individuals, schools, and firms named therein, except my current employer if so noted, to provide any information requested about me, *and I release them from all liability for damage in providing this information.*
- I certify that all the statements herein are true and understand that any falsification or willful omission shall be sufficient cause for dismissal or refusal of employment.

Signature: _____ **Date:** _____

FOR EMPLOYER'S USE ONLY

Interviewed by (1) _____ (2) _____

Starting Date _____ Rate _____

Department _____ Position Title _____

Other _____