



APPLICATION FOR EMPLOYMENT

NAME: _____ PHONE #: _____

ADDRESS: _____

Position Desired: _____

Are you available for full-time work? ____ Yes ____ No If not, what hours can you work? _____

Will you work overtime if asked? ____ Yes ____ No

Are you legally eligible for employment in the United States? _____

Have you been convicted of a felony in the past ten years? ____ Yes ____ No If yes, please explain: _____

Work Experience (starting with most recent position)

Company: _____ Date from: _____ to _____

Telephone: _____ Supervisor: _____

Duties: _____

Reason for leaving: _____

May we contact this employer? ____ Yes ____ No If no, please explain: _____

Company: _____ Date from: _____ to _____

Telephone: _____ Supervisor: _____

Duties: _____

Reason for leaving: _____

May we contact this employer? ____ Yes ____ No If no, please explain: _____

Company: _____ Date from: _____ to _____

Telephone: _____ Supervisor: _____

Duties: _____

Reason for leaving: _____

May we contact this employer? ____ Yes ____ No If no, please explain: _____

EDUCATION: (please list dates)

1. _____

2. _____

3. _____

REFERENCES:

1. _____

2. _____

3. _____

Rate your:	Excellent	Good	Fair	Poor
Attention to detail:	_____	_____	_____	_____
Ability to work with others:	_____	_____	_____	_____
Ability to work in a fast paced environment:	_____	_____	_____	_____
Ability to follow instructions:	_____	_____	_____	_____

Are you able to sit for long periods of time?

Are you able to do repetitious work for long periods of time?

How long do you plan to work at this job?

Do you have any health/medical condition that would interfere with operating equipment? (if yes, please explain): _____

IF A STUDENT:

Are you able to work during Christmas/Spring breaks? YES NO

What is your schedule?

Special skills that would be helpful with this job: _____

What is your greatest accomplishment? _____

What is your best personal quality? _____

Please read and understand this statement before signing your application:

The information I have provided in the Application for Employment is true, correct and complete. False, incomplete or misrepresented information of any kind, will be sufficient cause for my application to be rejected or, if discovered after I am employed, cause for immediate termination of my employment.

I authorize the employer to contact and obtain information about me from previous employers, educational institutions and "references" I provided, and any other party necessary to verify the accuracy of information I disclosed in this application , a related employment resume or a personal interview. To assist in the processing of my Application, I waive all rights and claims I may otherwise have against the employer or its representative, for seeking, and using information to evaluate my employment request and all other persons, corporations or organization who provide information for this purpose.

This application will expire in 30 days. After that date, unless otherwise notified, I understand that my status as an applicant will end. I may re-apply for employment in the future by completing a new application.

This application is not an employment agreement. If I accept an offer of employment I understand that I may resign at any time, and the employer may terminate my employment at any time, with or without cause and without prior notice, unless required by law.

I fully understand and accept all terms and conditions in the above statement.

Signature: _____ Date: _____