

WORK HISTORY

GIVE PRESENT OR MOST RECENT POSITION FIRST

Information must be complete and accurate

FIRM	PERIOD	POSITION HELD AND MAJOR DUTIES	IMMEDIATE SUPERVISOR & TITLE	REASON FOR LEAVING
NAME	FROM			
NUMBER & STREET	TO			
CITY & STATE	WKLY OR HRLY * RATE OF PAY			
TYPE OF BUSINESS PHONE				
NAME	FROM			
NUMBER & STREET	TO			
CITY & STATE	WKLY OR HRLY * RATE OF PAY			
TYPE OF BUSINESS PHONE				
NAME	FROM			
NUMBER & STREET	TO			
CITY & STATE	WKLY OR HRLY * RATE OF PAY			
TYPE OF BUSINESS PHONE				
NAME	FROM			
NUMBER & STREET	TO			
CITY & STATE	WKLY OR HRLY * RATE OF PAY			
TYPE OF BUSINESS PHONE				

* Applicant need not answer. Failure to do so will have no bearing on consideration for employment.

Have you ever been disciplined for absenteeism or tardiness? ☐ Yes ☐ No

Do we have permission to check all information? ☐ Yes ☐ No Can we contact your current employer? ☐ Yes ☐ No

What other special qualifications do you have not listed above? _____

List outside activities (Please do not list activities that would reflect race, color, religion, sex, national origin, disability or ancestry) _____

Briefly state why you would like to work with our company: _____

We are an equal employment opportunity company. We are dedicated to a policy of non-discrimination in employment on any basis including race, creed, age, sex, religion, national origin, height, weight, marital status, or disability.

I understand that to be employed I must be lawfully authorized to work in the United States, and I must show the employer documents that will prove this.

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.

All of the information on this application and made in conjunction with this application is correct and true to the best of my knowledge. I understand that any false or misleading statement made by me in connection with this application or the failure to disclose any material information will be grounds for immediate dismissal.

In consideration of my employment, I agree to conform to the rules and regulations of this company, and my employment and compensation can be terminated, with or without cause, and with or without notice, at any time, at the option of either the company or myself. I understand that no manager or representative of this company, other than the president/owner 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.

Signed _____

Date _____

This employment application will become inactive after 90 days. If you wish to be considered after that time, you must complete a new application. However, your application will be kept on file for 12 months.

EMPLOYMENT APPLICATION

Please print. You must fully and accurately complete this application. Incomplete applications will not be considered.

Positions(s) applying for _____ Date of application _____

Have you filled an application here before? ☐ Yes ☐ No If yes, give date _____

Name _____ Phone () _____
Last First Middle

Address _____
Street City State Zip

Are you 16 or older? ☐ Yes ☐ No Are you 18 or older? ☐ Yes ☐ No Are you legally eligible for employment in this country (A U.S. citizen or alien authorized to work in the U.S.)? ☐ Yes ☐ No

If necessary, best time to call you at home is: _____

Date available for work _____ Wage required _____

Type of employment desired:

☐ Full-time Number of Hours
☐ Part-time Desired Per Week:
☐ Temporary/On Call _____

Check the days you would be available to work, and specify the times you would be available to work each day:

☐ Monday _____ ☐ Friday _____
☐ Tuesday _____ ☐ Saturday _____
☐ Wednesday _____ ☐ Sunday _____
☐ Thursday _____

Do you have any commitments to another employer that might affect your employment with us? ☐ Yes ☐ No

GENERAL INFORMATION

Have you ever been convicted of a crime, excluding misdemeanors and traffic violations? ☐ Yes ☐ No

If yes, describe in full: _____

Have you ever been employed by this company before? ☐ Yes ☐ No If yes, give dates employed _____

Are any of your relatives employed by this company? ☐ Yes ☐ No If yes, please list name(s), relationship and store location:

Name _____ Relationship _____ Location _____

EDUCATIONAL HISTORY

School	No. of Years Completed	Name and Location of School	Major Course of Study	Average Grades	Did you Graduate?
High School					Yes _____ No _____
College or University					Yes _____ No _____
Other					Yes _____ No _____

What school activities and organizations including athletics did you participate in? (Please do not list those activities which would reflect race, color, religion, sex, national origin, disability or ancestry.) _____

What scholastic honors did you receive? _____

U.S. MILITARY SERVICE

Branch of Service _____ From _____ To _____

Describe Any Special Training _____