



## EMPLOYMENT APPLICATION

Date \_\_\_\_\_ Email \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

City, State & Zip \_\_\_\_\_ Tel No. \_\_\_\_\_  
(Please indicate if landline or mobile number)

What position are you applying for? \_\_\_\_\_ Full or Part Time? \_\_\_\_\_

What date will you be available to work? \_\_\_\_\_ Salary Desired? \_\_\_\_\_

Have you worked for us in the past or applied here for a position before today?    Yes ?                  No ?

If yes, when? \_\_\_\_\_

Have you ever been convicted of a felony?                  Yes ?                  No ?

If yes, explain \_\_\_\_\_

Are you a U.S. citizen or otherwise legally able to work in the U.S.?                  Yes ?                  No ?  
(Proof of employability is required of all applicants hired.)

### ***EDUCATION RECORD***

<i>Name of School/University</i>	<i>Date To - From</i>	<i>Major</i>	<i>Years Completed</i>	<i>Did you Graduate?</i>	<i>Degree or Diploma</i>

## **EMPLOYMENT RECORD**

Name & Address of Company	Date To - From	Type of Work	Salary	Supervisor	Reason for Leaving

### **PERSONAL REFERENCES** (Not former employers or relatives)

Name and Occupation	Address	Phone Number

*The facts set forth in my application for employment are true and complete. I understand that if employed, false statements on this application shall be considered sufficient cause for dismissal. You are hereby authorized to make any investigation on my previous employment, criminal background, personal history and financial and credit record through any investigative or credit agencies or bureaus of your choice.*

*In making this application for employment, I authorize you to make an investigative consumer report whereby information is obtained through personal interviews with my neighbors, friends, or others with whom I am acquainted. This inquiry, if made, may include information as to my character, general reputation, person characteristics and mode of living. I understand that I have the right to make a written request within a reasonable period of time to receive additional, detailed information about the nature and scope of any such investigative report that is made.*

*In consideration of my employment, I agree to conform to the rules and regulation of the 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 me.*

\_\_\_\_\_  
Applicants Signature

\_\_\_\_\_  
Date

### **DO NOT WRITE BELOW THIS LINE**

Date of Interview \_\_\_\_\_ Hired? Yes ? No ? Starting Date \_\_\_\_\_

Position \_\_\_\_\_ Location \_\_\_\_\_ Salary/Rate \_\_\_\_\_

Approval Signature \_\_\_\_\_ Date \_\_\_\_\_