Date:

Last Name First Name Middle Name Street Address City State ZIP

Telephone Social Security # Cell Phone

Position applied for Have you ever worked for this company?  Yes  No

How did you hear of this opening?

When can you start?

Desired Wage $\_

Are you a U.S. citizen or otherwise authorized to work in the U.S. on an unrestricted basis? (You may be required to provide documentation.)  Yes  No

Are you looking for full-time employment?  Yes  No

If no, what hours are you available?

Are you 18 years of age or older?  Yes  No If no, please indicate date of birth: Have you ever been convicted of a felony? (This will not necessarily affect your application.)

 Yes  No

If yes, please describe conditions.

**Education** School Name and Location Year Major Degree

High School College

**Employment History (Start with most recent employer)**

Company Name Address Telephone Name of Supervisor

May we contact?  Yes  No Reason for leaving

Responsibilities

Company Name

Address

Name of Supervisor

May we contact?  Yes  No

Telephone

Responsibilities

Reason for leaving

References Please list 2 Professional References.

Name Relationship Company Name

Address Telephone

Name Relationship Company Name

Address Telephone

I certify that the facts set forth in this application for employment are true and complete to the best of my knowledge. I understand that if I am employed, false statements on this application shall be considered sufficient cause for dismissal. This company is hereby authorized to make any investigations of my prior educational and employment history.

I understand that employment at this company is “at will,” which means that either I or this company can terminate the employment relationship at any time, with or without prior notice, and for any reason not prohibited by statute. All employment is continued on that basis. I understand that no supervisor, manager, or executive of this company, other than the president, has any authority to alter the foregoing.

Signature Date