

*We are an equal opportunity employer and does not discriminate against otherwise qualified applicants on the basis of race, color, creed, religion, ancestry, age, sex, marital status, national origin, disability or handicap, or veteran status.*

Name \_\_\_\_\_ Date \_\_\_\_\_

Last

First

M.I.

Address \_\_\_\_\_

Number & Street

City

State

Zip Code

Social Security Number \_\_\_\_\_ Are you over 18 years old? \_\_\_\_ Yes \_\_\_\_ No

Position Sought \_\_\_\_\_ \_\_\_\_ Full Time \_\_\_\_ Part Time \_\_\_\_ Either

**Hours of Availability:**

Any/All: \_\_\_\_ Mon: \_\_\_\_ Tues: \_\_\_\_ Wed: \_\_\_\_ Thurs: \_\_\_\_ Fri: \_\_\_\_ Sat: \_\_\_\_ Sun: \_\_\_\_

Date Available \_\_\_\_\_ Salary Desired \_\_\_\_\_ Phone Number \_\_\_\_\_

Do you have a valid Driver's License? \_\_\_\_ Yes \_\_\_\_ No DL# \_\_\_\_\_ State \_\_\_\_\_

Exp Date \_\_\_\_\_

Are you legally eligible for employment in the United States? \_\_\_\_ Yes \_\_\_\_ No \_\_\_\_ Other

Have you been convicted of a crime? \_\_\_\_ No \_\_\_\_ Yes,

Explain \_\_\_\_\_

May we do a background check? \_\_\_\_ Yes \_\_\_\_ No,

Explain \_\_\_\_\_

**EDUCATION**

High School: Number of Yrs Completed (circle one) 1 2 3 4

School(s) \_\_\_\_\_ City/State \_\_\_\_\_

College and/or Vocational School: Number of Years Completed (circle one) 1 2 3 4

School(s) \_\_\_\_\_ City/State \_\_\_\_\_

Major \_\_\_\_\_ Degrees Earned \_\_\_\_\_ GPA \_\_\_\_\_

**EMPLOYMENT** *List last employer first, including U.S. Military Service.*

May we contact your present/past employer(s)? \_\_\_\_ Yes \_\_\_\_ No

Employer \_\_\_\_\_ Address \_\_\_\_\_

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Telephone \_\_\_\_\_ Position \_\_\_\_\_

Dates of Employment: From \_\_\_\_\_ To \_\_\_\_\_ (Check) Full Time \_\_ Part Time \_\_

No. of Hrs. \_\_\_\_\_

**Duties**

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**Reason for Leaving**

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Employer \_\_\_\_\_ Address \_\_\_\_\_

Telephone \_\_\_\_\_ Position \_\_\_\_\_

Dates of Employment: From \_\_\_\_\_ To \_\_\_\_\_ (Check) Full Time \_\_ Part Time \_\_

No. of Hrs. \_\_\_\_\_

**Duties**

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**Reason for Leaving**

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**ADDITIONAL INFORMATION**

Please List any additional languages, skills, certifications, or additional information that would best suit you to this position:

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Please write in your own words why you are the best candidate for this position:

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**REFERENCES** (optional)

Name \_\_\_\_\_ Job Title \_\_\_\_\_

Phone \_\_\_\_\_

Name \_\_\_\_\_ Job Title \_\_\_\_\_

Phone \_\_\_\_\_

*I hereby certify that the facts set forth in the above employment application are true and complete to the best of my knowledge and authorize the company to verify their accuracy and to obtain reference information on my work performance. I hereby release the company from any/all liability of whatever kind and nature which, at any time, could result from obtaining and having an employment decision based on such information. I understand that, if employed, falsified statements of any kind or omissions of facts called for on this application shall be considered sufficient basis for dismissal. I understand that should an employment offer be extended to me and accepted that I will fully adhere to the policies, rules and regulations of employment of the Employer. However, I further understand that neither the policies, rules, regulations of employment nor anything said during the interview process shall be deemed to constitute the terms of an implied employment contract. I understand that any employment offered is for an indefinite duration and at will and that either I or the Employer may terminate my employment at any time with or without notice or cause.*

Signature \_\_\_\_\_

Date \_\_\_\_\_