



Application Instructions and Information

- Complete this entire application. Incomplete applications will not be reviewed.
- All qualified applicants will receive consideration without discrimination based on sex, marital status, race, color, age, creed, national origin, sexual orientation, military reserve membership, ancestry, religion, height, weight, use of a guide or support animal because of blindness, deafness or physical handicap, or the presence of disabilities.
- A comment section is provided further down in this document for information you wish to add to your application.
- Please note "Not Applicable" if not answering a question or filling a blank.
- This application will be used to evaluate possible candidates for employment. It is not an employment contract.
- Falsifying information on this document will cause your application to be rejected, or, if discovered after hiring, will be grounds for termination.
- A criminal conviction will not necessarily bar an applicant from employment.
- A drug test and testing of job-related skills will be performed prior to an offer of employment.

Position Applied For

Position: _____ Date of Availability: _____

Work Schedule Availability: Days Evenings Weekends

How did you hear about us? _____

Applicant Information

Full Name: _____ Today's Date: _____
Last First M.I.

Current Address: Street _____ Apt/Unit# _____

City: _____ State: _____ Zip: _____

Phone: _____ Alternate Phone: _____

Previous Address: Street _____ Apt/Unit# _____

City: _____ State: _____ Zip: _____

Email Address: _____

Education

High School: _____ City/State: _____

From: _____ To: _____ Did you graduate? Yes No If no, do you have a G.E.D.? ? Yes No

College: _____ City/State: _____

From: _____ To: _____ Did you graduate? Yes No Degree: _____

Other: _____ City/State: _____

From: _____ To: _____ Did you graduate? Yes No Degree: _____

Citizenship/Security

Are you a citizen of the United States? Yes No If no, are you authorized to work in the U.S.? Yes No

Have you ever been **convicted** of a crime? Yes No If Yes, indicate the incident, city/state, and charge below.

If yes, explain: _____

Have you ever applied for a job or worked for this company before? Yes No

If yes, where, when? _____

Citizenship/Security (continued)

Social Security Number: _____

Have you used any names or Social Security Numbers other than given above? Yes No

If Yes, explain: _____

Previous Employment

Current or Most Recent Employer: _____

Address: _____

Supervisor: _____ Phone: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your current supervisor for a reference? Yes No

Employer Prior to Most Recent: _____

Address: _____

Supervisor: _____ Phone: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

Employer Prior to Above: _____

Address: _____

Supervisor: _____ Phone: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

References

Please list three references we may contact (one may be personal, at least two must be professional). Please be sure that the phone numbers are up-to-date and accurate.

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Comments

If you are filling out this document online, use this space. Otherwise, write any additional comments on the back of this sheet.

Disclaimer and Signature

I certify that my answers are true and complete to the best of my knowledge. If this application leads to employment, I understand that false or misleading information in my application or interview may result in my termination.

Signature: _____ Date: _____