

Company Name: _____ Date: _____

APPLICATION FOR EMPLOYMENT

Please answer all questions, printing clearly using black or blue ink. Résumés are not a substitute for a completed application.

We are an equal opportunity employer. Applications are considered for positions without regard to race, color, religion, sex, sexual preference, sexual identity, pregnancy, national origin, ancestry, citizenship, age, marital status, physical disability, mental disability, medical condition, military status, or any other characteristic protected by federal or state law or ordinance.

Full Name: _____ Position Applied For: _____

Telephone #: (_____) _____ - _____ Email Address: _____

Present Address: _____ Time at this address: _____, _____
Street / Apt # City State Zip Years Months

Previous Address: _____ Time at this address: _____, _____
Street / Apt # City State Zip Years Months

Days / Hours Available to work: No Preference _____ M _____ T _____ W _____ Th _____ F _____ Sa _____ Su _____

Do you prefer early, mid-day, or evening shifts? _____ Are you willing to work overtime? Yes No

Desired Salary/Hourly Rate: _____ Desired Start Date if Hired _____

Type of Employment Desired? Full Time Part Time (Specify Hours) _____

If under the age of 18, can you produce the necessary work certificate at the time of employment? Yes No

Have you ever applied for employment with or been employed by this Company? Yes No If Yes, provide date of application for employment or dates of employment, location, and reason for separation from employment. _____

Instructions for answering the next two questions:

California applicants: Do not include misdemeanor marijuana-related convictions that are more than two (2) years old or misdemeanor convictions for which probation was successfully completed or otherwise discharged and the case was judicially dismissed.

All Applicants: Do not include convictions that were sealed, eradicated, erased, annulled by a court, or expunged, or convictions that resulted in referral to a diversion program.

Have you ever plead guilty or no contest to, or been convicted of, any criminal offense other than the applicable exceptions listed above? Yes No

Have you ever been arrested for any matters for which you are out on bail or pending trial? Yes No

CRIMINAL OFFENSES ONLY: If you answered Yes to either of the above questions, please provide the date(s) and explain in accordance with the above instructions so that individual circumstances can be considered.

Criminal convictions or arrests will not automatically disqualify an applicant from a particular job. The Company will consider the nature of the crime, its seriousness, whether the conviction(s) substantially relates to the position's functions and qualifications, the frequency of convictions, the applicant's age at the time of conviction, the time elapsed since the date of conviction or completion of jail sentence, the applicant's entire work and educational history, and employment references and recommendations.

Have you ever initiated an act of violence in the workplace? Yes No

If Yes, please provide the date(s) and explain so that individual circumstances can be considered. (A "Yes" answer will not necessarily disqualify you from employment.) _____

EDUCATION AND SPECIAL SKILLS

Education	School Name and Location	Course of Study	Graduate?	# of Years Completed	Degree/Major
High School					
College					
Bus./Tech./Trade or Post College					

List all educational honors and/or special technical skills that you possess that you feel qualify you for the job for which you are applying. _____

WORK EXPERIENCE

Please list the names of your present and previous employers for the last four years in chronological order with present or most recent employer listed first.

Employer Name (Most Recent)	Address	Type of Business
Telephone: (____) _____ - _____	Dates Employed: From ____/____/____ To ____/____/____	
Job Title: _____	Wages: Start _____	Final _____
Supervisor's Name: _____	May we contact? Yes <input type="checkbox"/> No <input type="checkbox"/> If No, why not? _____	
Reason for Leaving: _____		
What will this employer say was the reason your employment terminated? _____		
How much notice did you give when resigning? _____ If none, explain: _____		
List jobs held, duties performed, skills used, and promotions while employed at this company: _____		

Employer Name	Address	Type of Business
Telephone: (____) _____ - _____	Dates Employed: From ____/____/____ To ____/____/____	
Job Title: _____	Wages: Start _____	Final _____
Supervisor's Name: _____	May we contact? Yes <input type="checkbox"/> No <input type="checkbox"/> If No, why not? _____	
Reason for Leaving: _____		
What will this employer say was the reason your employment terminated? _____		
How much notice did you give when resigning? _____ If none, explain: _____		
List jobs held, duties performed, skills used, and promotions while employed at this company: _____		

Employer Name _____	Address _____	Type of Business _____
Telephone: (____) _____ - _____	Dates Employed: From ____/____/____ To ____/____/____	
Job Title: _____	Wages: Start _____	Final _____
Supervisor's Name: _____ May we contact? Yes <input type="checkbox"/> No <input type="checkbox"/> If No, why not? _____		
Reason for Leaving: _____		
What will this employer say was the reason your employment terminated? _____		
How much notice did you give when resigning? _____ If none, explain: _____		
List jobs held, duties performed, skills used, and promotions while employed at this company: _____		

Please fully explain all gaps in your employment history: _____

Have you ever been terminated or asked to resign from any job? Yes No

Has your employment ever been terminated by mutual agreement? Yes No

Have you ever been given the choice to resign rather than be terminated? Yes No

If you answered Yes to any of the above three questions, please explain the circumstances of each occasion: _____

Is any additional information relative to change of name, use of an assumed name, or nickname necessary to enable a check on your work and educational record? Yes No If Yes, please list all names here: _____

REFERENCES

Please list the names of additional work-related references we may contact. Individuals with no prior work experience may list school or volunteer-related references.

Name	Position	Company	Work Relationship <small>(i.e. supervisor, co-worker)</small>	Telephone

Please list the names of personal references who know you well that we may contact (not previous employers or relatives).

Name	Occupation	Nature of Relationship	Address	Telephone	Number of Years Known

An application form sometimes makes it difficult for an individual to adequately summarize a complete background. Use the space below to summarize any additional information necessary to describe your full qualifications for the specific position for which you are applying. _____

APPLICANT CERTIFICATION

I understand and agree that if driving is a requirement for the job for which I am applying, my employment and/or continued employment is contingent on possessing a valid driver's license and automobile liability insurance in an amount equal to the minimum required by the state where I reside.

I understand that the Company may now have, or may establish, a drug-free workplace or drug and/or alcohol testing program consistent with applicable federal, state, and local law. If the Company has such a program and I am offered a conditional offer of employment, I understand that if a pre-employment (post-offer) drug and/or alcohol test is positive, the employment offer may be withdrawn. I agree to work under the conditions requiring a drug-free workplace, consistent with applicable federal, state, and local law. I also understand that all employees of the location, pursuant to the Company's policy and federal, state, and local law, may be subject to urinalysis and/or blood screening or other medically recognized tests designed to detect the presence of alcohol or controlled drugs. If employed, I understand that the taking of alcohol and/or drug tests is a condition of continual employment and I agree to undergo alcohol and drug testing consistent with the Company's policies and applicable federal, state, and local law.

If employed by the Company, I understand and agree that the Company, to the extent permitted by federal, state, and local law, may exercise its right, without prior warning or notice, to conduct investigations of property (including, but not limited to, files, lockers, desks, vehicles, and computers) and, in certain circumstances, my personal property.

I understand and agree that as a condition of employment and to the extent permitted by federal, state, and local law, I may be required to sign a confidentiality, non-compete, and/or conflict of interest statement.

I certify that all the information on this application, my résumé, or any supporting documents I may present during any interview is and will be complete and accurate to the best of my knowledge. I understand that any falsification, misrepresentation, or omission of any information may result in disqualification from consideration for employment or, if employed, disciplinary action, up to and including immediate dismissal.

I understand that neither this application nor any communication by a Management Representative is intended to create or does create a contract of employment, offer, or promise of employment for a definite term. I acknowledge that if hired by the Company, employment is on an at-will basis in accordance with state law. This means the Company is free to terminate my employment at any time, with or without cause or advance notice. In accordance with state law, an acceptance of employment is not a contract of employment for any specified time. Similarly, I am free to terminate my employment with the company at any time for any reason. This at-will provision may be modified or waived only in a written agreement signed by an authorized representative of the Company and me. I agree to conform to the rules and regulations of the Company, and I understand that the Company has complete discretion to modify such rules and regulations at any time, except that it will not modify its policy of employment-at-will or its arbitration policy, if any.

I authorize the Company or its agents to confirm all statements contained in this application and/or résumé as it relates to the position I am seeking and to the extent permitted by federal, state, or local law. I agree to complete any requisite authorization forms for the background investigation.

I authorize and consent to, without reservation, any party or agency contacted by this employer to furnish the above-mentioned information. I hereby release, discharge, and hold harmless, to the extent permitted by federal, state, and local law, any party delivering information to the Company or its duly authorized representative pursuant to this authorization from any liability, claims, charges, or causes of action which I may have as a result of the delivery or disclosure of the above requested information. I hereby release from liability the Company and its representative for seeking such information and all other persons, corporations, or organizations furnishing such information.

If hired by this Company, I understand that I will be required to provide genuine documentation establishing my identity and eligibility to be legally employed in the United States by this Company. I also understand this Company employs only individuals who are legally eligible to work in the United States for this Company.

THIS APPLICATION WILL BE CONSIDERED ACTIVE FOR A MAXIMUM OF SIXTY (60) DAYS. IF YOU WISH TO BE CONSIDERED FOR EMPLOYMENT AFTER THAT TIME, YOU MUST REAPPLY.

I CERTIFY THAT ALL OF THE INFORMATION THAT I HAVE PROVIDED ON THIS APPLICATION IS TRUE, ACCURATE, AND COMPLETE.

Applicant Signature: _____ Date: _____ / _____ / _____

If the applicant is a minor, the foregoing release and consent must be signed by the applicant's parent or legal guardian. Signature by the applicant's parent or legal guardian constitutes acknowledgement by the applicant and the parent or legal guardian that the Company, to the extent permitted by federal, state, and local law, can test the applicant for controlled substances, conduct inspections of property without notice, and communicate screen results to Company personnel who need to know, the applicant, and the applicant's parent or legal guardian.

Parent / Legal Guardian

Witness

Date

Date