

Employment Application

*An Equal Opportunity Employer
We adhere to a policy of making employment decisions without regard to race, color, age, sex,
religion, national origin, disability/handicap or marital status.*

PERSONAL DATA

Full Name _____

Last
First
Middle

Present Address: _____ Telephone: _____

Number & Street
City
State
Zip

Former Address: _____ Telephone: _____

Number & Street
City
State
Zip

Type of Work Desired (Describe) _____ Part Time Full Time

Are you 18 years of age or older? Yes No (If under 18, please state your age _____)

Are you on lay-off subject to recall elsewhere: Yes No _____

Date Available for Employment _____ Minimum Salary Requirement \$ _____

Have you made previous application to this organization? Yes No If yes, when? _____

Have you been employed here previously? Yes No If yes, when? _____ Position _____

Have you ever been convicted of, or pled guilty or "no contest" to, a misdemeanor or felony? (do not include minor traffic infractions for which you never appeared in court, offenses which were dismissed or discharged after completion of successful probation, and convictions or pleas which have been deemed sealed or expunged by law)? Yes No. If Yes, give details concerning the type of crime, the date of the conviction or plea, the penalty imposed, and any other circumstances you deem relevant to a full understanding of what occurred (attach additional sheets if necessary).

Have you been arrested and charged with any misdemeanor or felony not disclosed above for which you are out on bail or free on your own recognizance pending disposition or trial (again, do not include minor traffic infractions for which no court appearance is necessary)? Yes No. If Yes, give the date(s) and details of the arrest or charge and any other circumstances you deem relevant to a full understanding of what occurred (attach additional sheets if necessary).

Have you ever been sued in a civil action with regard to the death of, or personal injury or intentional damage to any person? Yes No. If Yes, give details concerning the nature of the claims and defenses raised by the parties, the outcome of the action (e.g., settlement, jury verdict, or other disposition), and any other circumstances you deem relevant to a full understanding of what occurred (attach additional sheets if necessary).

NOTE: Answering "Yes" to the two previous questions is not an automatic bar to employment. Factors such as age at the time of the offense, seriousness and nature of the violation, relatedness to the job sought, and evidence of rehabilitation will be taken into account. However, please be advised that a misstatement or omission in answering these questions may be grounds for disciplinary action, including discharge.

Number of Days Absent from Work Last Year _____

Do you have Transportation to Work? Yes No Will you work overtime if asked? Yes No

EDUCATION

Name & Location of School	# of Years Completed	Major	Degree
High School			
Univ./College			
Univ./College			
Military, Business, Trade, Other			

REFERENCES

Give name, address and telephone number of 3 references that are not related to you and are not previous employers.

- 1. _____
- 2. _____
- 3. _____

WORK HISTORY

Your present or most recent employer: _____

Starting Salary \$ _____	Address: _____ City/State/Zip _____
From Mo. _____ Yr. _____	Supervisor _____ Telephone _____
To Mo. _____ Yr. _____	Title of position held and duties performed:
Ending Salary \$ _____	

What was your reason for leaving?

Previous Employer: _____

Starting Salary \$ _____	Address: _____ City/State/Zip _____
From Mo. _____ Yr. _____	Supervisor _____ Telephone _____
To Mo. _____ Yr. _____	Title of position held and duties performed:
Ending Salary \$ _____	

What was your reason for leaving?

List any other jobs not covered above

Name of Company	Position	Employment Dates	Ending Salary	Reasons for Leaving

SPECIAL SKILLS AND QUALIFICATIONS

Summarize special job related skills and qualifications acquired from employment or other experience

PLEASE READ THE FOLLOWING STATEMENTS BEFORE SIGNING BELOW

The facts set forth in my application are true and complete. I authorize the investigation of all statements contained in this application and hereby authorize my former employers to furnish all information pertaining to my work record. I hereby release my former employers from all liability on account of furnishing such information. I understand that false statement, omissions or misleading statements on this application shall be considered sufficient cause for refusal to hire or dismissal and I agree that my employer shall not be held liable in any respect if my employment is terminated because of such omissions or false or misleading states.

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