



APPLICATION FOR EMPLOYMENT

Please answer each question fully and accurately. No action can be taken on this application unless it is complete. Use blank papers if you do not have enough room on this application. **PLEASE PRINT**, except for signature on back of this application. PLEASE USE INK.

Job Applied For: _____ Today's Date: ____/____/_____

Are you seeking (circle): Full-time Part-time Temporary Summer

When are you available to work (circle): Days Nights Weekends On call

When are you available to start employment? ____/____/_____

Salary requested: \$ _____ per _____

PERSONAL INFORMATION:

Name (Last, First, Middle)

Current Street Address

City, State, Zip

Telephone (_____) _____ Message Telephone (_____) _____

Social Security Number (Optional) _____

Are you at least 18 years of age (circle)? Yes No

E-mail address: _____

If hired, can you furnish proof you are eligible to work in the United States (circle)? Yes No

How did you learn of the position (circle)? Social Media Walk-in Indeed Referral Other _____

EMPLOYMENT HISTORY: (Complete even if you have a resume to attach.)

Account for all periods of time including military service and any periods of unemployment. List your most current employment first. If self-employed provide company name and supply business references.

NOTE: Offered employment may be contingent upon acceptable references from current and former employers.

Time in Position	Name and complete address of employer (street, city, state, zip)	Name and Title of Last Supervisor	Salary or Wage	Reason for Leaving

Your title: _____ Employer telephone () _____

Key Duties: _____

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Your title: _____ Employer telephone () _____

Key Duties: _____

EDUCATION:

School	Name and Complete address of School (street, city, state, zip)	Course of Study	Graduated Yes or No	Grade Completed	Diploma/ Degree
High School					
College					
University					
Other: (BS, Tech, Trade, Military)					

SKILLS:

If you are an experienced operator of any business machines or equipment, please list.

If you are an experienced operator of any heavy-duty machines or equipment, please list.

Do you transcribe dictation from a recording device (circle)? Yes No

Word Processing (specify equipment): _____

Data Entry (specify equipment): _____

What computer software do you know how to use? _____

What skills or additional training do you have that are related to the job for which you are applying?

AFFIDAVIT, CONSENT AND RELEASE
PLEASE READ EACH STATEMENT CAREFULLY BEFORE SIGNING

I certify that all information provided in this employment application is true and complete. I understand that any false information or omission may disqualify me from further consideration for employment and may result in my dismissal if discovered at a later date.

I authorize the investigation of any or all statements contained in this application. I also authorize, whether listed or not, any person, school, current employer, past employers and organizations to provide relevant information and opinions that may be useful in making a hiring decision. I release such persons and organizations from any legal liability in making such statements. A copy of this Affidavit signed by me can be used as my authorization for release of information from my former employers, schools or persons named in this application.

I understand I may be required to successfully pass a drug screening examination. I hereby consent to a pre- and/or post-employment drug screen as a condition of employment, if required.

I UNDERSTAND THAT THIS APPLICATION, VERBAL STATEMENTS BY MANAGEMENT, OR SUBSEQUENT EMPLOYMENT DOES NOT CREATE AN EXPRESSED OR IMPLIED CONTRACT OF EMPLOYMENT NOR GUARANTEE EMPLOYMENT FOR ANY DEFINITE PERIOD OF TIME. IF EMPLOYED, I UNDERSTAND THAT I HAVE BEEN HIRED AT THE WILL OF THE EMPLOYER AND MY EMPLOYMENT MAY BE TERMINATED AT ANY TIME, WITH OR WITHOUT REASON AND WITH OR WITHOUT NOTICE.

I have read, understand and, by my signature, consent to these statements.

Signature _____ Date _____

For HR use only:
