

Job Application



PERSONAL INFORMATION:

Date _____ Social Security Number _____ - _____ - _____

Name _____
Last First Middle

Present Address _____
Street City State Zip

Permanent Address _____
Street City State Zip

Phone No. () _____ Permanent Phone No. () _____

Can you provide proof that you can be lawfully employed in the U.S.? Yes No (Proof of citizenship or immigration status will be required upon employment)

We may check criminal and driving records of applicants. Does your record include any convictions, guilty pleas, jail, or prison time?
 Yes No If yes, please explain.

(A criminal record will not necessarily disqualify applicant from employment.)

Referred by: Newspaper Walk-In School Friend Internet Current Employee (Name) _____

Are you now, or do you expect to be engaged in any other business or employment? Yes No (If yes, please explain.)

EMPLOYMENT DESIRED:

Position _____ Date you can start _____ Wage Desired? \$ _____

How many hours per day? _____ Per week? _____ How long do you need employment? _____

Are you employed now? _____ If so, may we inquire of your present employer? Yes No

Please check all you will accept:

Full Time Part Time Weekends

Do you have reliable transportation? Yes No

Do you have auto insurance? Yes No

EDUCATION:

Education	Name and Location of School	Circle Last Year Completed	Did You Graduate?	Degree
High School		1 2 3 4 5	YES NO	
College		1 2 3 4 5	YES NO	
Trade or Business		1 2 3 4 5	YES NO	

Military Service: Dates of service, training, honors: _____

FORMER EMPLOYERS: List below your last three employers, starting with the last one first.

Month & Year	Name and Location Of Company Supervisor's Name - Telephone Number	Position Wage/Salary	Reason For Leaving
From:			
To:		\$	
From:			
To:		\$	
From:			
To:		\$	

REFERNCES: List the names of two people not related to you who you have known for at least one year:

Name	Address	Telephone Number	Years Acquainted

I hereby affirm that the information provided on this application, and accompanying letter or resume is true and complete. I authorize investigation of all statement contained in this application including contacting past employers regarding work record. I release and hold harmless and promise not to claim damages from any of my prior employers listed above who have provided information. I understand that misrepresentation or omission of facts called for is cause for dismissal. Further, I understand and agree that my employment is for no definite period and may, regardless of the date of payment of my wages and salary, be terminated at any time without any previous notice. I agree to submit to any drug or alcohol testing that may be required by the employer for my hire or continued employment. I understand that refusal to take such tests may be cause for denial of employment or termination. I also understand that employment may be conditional upon an investigation into any criminal conviction on record with local, State, or Federal law enforcement authorities. I understand this application is not a contract.

Signature _____ Date _____