**EMPLOYMENT APPLICATION**

**NOTICE TO ALL APPLICANTS**: We are an Equal Opportunity Employer. We hire and promote employees without regard to race, religion, age, sex, sexual preference, color, national origin, disability, military or worker’s compensation status or any other protected status under city, state or federal laws.

**INSTRUCTIONS:** Please complete this application in full. **Do not write “See Resume”**. Provide all reference information,

including name, and valid contact numbers.

Today’s date Position applied for

***(Please specify one current open position.)***

Name Email:

***First Last***

Address

***No. / Street Apt. # City State Zip code***

Main Phone No. Alternative Phone No.

Can you provide proof of your legal eligibility to work in the United States? YES NO

\_\_\_

\_\_\_

Are you at least 18 years of age? YES NO

\_\_\_

\_\_\_

* **Can you perform the essential functions of the position for which you are applying for with or without reasonable accommodation?** YES NO

\_\_\_

\_\_\_

* **Have you been found to have committed abuse?**

\_\_\_

YES NO

* **Date you are available to start**

\_\_\_

* **What are days and times you are available to work? If so, please specify below: Hours: a.m.**

\_\_\_\_\_

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Sun.** | | | **Mon.** | | | **Tues.** | | | **Wed.** | | | **Thurs.** | | | **Fri.** | | | **Sat.** | | |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

p.m.

\_\_\_\_\_

Additional information:

* **Can you work weekends and holidays?**

\_\_\_

YES NO

* **Are you referred by a current employee?**

\_\_\_

\_\_\_

YES- Employee Name: NO

* **Have you ever worked with this company, or any subsidiary of this company?**

\_\_\_

YES NO If yes, please give which location(s), dates of employment and position(s) held:

\_\_\_

\_\_\_

EDUCATION AND FORMAL TRAINING

* **Do you possess a high school diploma or GED certificate?**

\_\_\_

YES NO

* **Please list Colleges, Military, Trades, Business or Other Schools Attended:**

\_\_\_

\_\_\_

\_\_\_

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of School** | **Location City / State** | **Major Course of Study/ Program** | **Degree/ Credit Hours Earned** |
|  |  |  |  |
|  |  | * **Did you graduate or complete the program?** YES NO | |
|  |  |  | |
|  |  | * **Did you graduate or complete the program?** YES NO | |
|  |  |  | |
|  |  | * **Did you graduate or complete the program?** YES NO | |

EMPLOYMENT HISTORY (Please list most current and/or relevant employment.)

\_\_\_

\_\_\_

\_\_\_

\_\_\_

|  |  |
| --- | --- |
| **Name of employer** | **Job title** |
| **Location City / State** | **Phone (include area code)** |
| **Name of supervisor** | **Employment Dates:**  **From to** |
| **Reason for leaving** | |

|  |  |
| --- | --- |
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|  |  |
| --- | --- |
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| **Location City / State** | **Phone (include area code)** |
| **Name of supervisor** | **Employment Dates:**  **From to** |
| **Reason for leaving** | |

REFERENCES (We will need four references with at least 2 professional references and 1 character reference.)

Please list any additional skills and experience relevant to the position which you are applying for, and provide explanation on any gap(s) in your employment history:

|  |  |
| --- | --- |
| **Name:** | **Phone Number:** |
| **Relationship to reference:** | **Email:** |

|  |  |
| --- | --- |
| **Name:** | **Phone Number:** |
| **Relationship to reference:** | **Email:** |

|  |  |
| --- | --- |
| **Name:** | **Phone Number:** |
| **Relationship to reference:** | **Email:** |

|  |  |
| --- | --- |
| **Name:** | **Phone Number:** |
| **Relationship to reference:** | **Email:** |

PLEASE READ CAREFULLY, DATE AND SIGN: I authorize this company and its representatives to contact my current and/or previous employers and the references I’ve provided to verify all statements on this application, all resume and other materials submitted for the purpose of consideration for employment. I understand that I will need to show proof of employment authorization. I further understand that any falsification or misrepresentation of any information submitted, or omission may be cause for disqualification or immediate termination of employment if hired. I understand that any offer of employment and/or continued employment is contingent upon passing a Criminal Background Check and Reference Check. I also understand that any offer of employment is “at will” and not made for any specific period of time and that either the Company or I can terminate my employment at any time, for any reason, with or without notice.

Printed Name Last 4 digits of SSN:

Signed Date

***NOTICE: YOUR APPLICATION WILL NOT BE CONSIDERED UNLESS IT IS SIGNED AND DATED.***