

APPLICANT INFORMATION

LAST NAME				SSN		
FIRST NAME / MIDDLE INITIAL				DATE OF BIRTH		
STREET ADDRESS				PHONE 1		
STREET ADDRESS				PHONE 2		
CITY/STATE/ZIP				EMAIL ADDRESS		
ARE YOU 18 OR OLDER?	YES NO	ARE YOU A VETERAN?	YES NO	ARE YOU LEGALLY ELIGIBLE FOR EMPLOYMENT IN THE U.S.?	YES NO	
IF REQUIRED, DO YOU HAVE A WORK PERMIT?		YES NO	IF NO, PLEASE EXPLAIN			
HOW DID YOU HEAR ABOUT US?						
IS THIS APPLICATION A REQUEST FOR EMPLOYMENT FOLLOWING AN EXTENDED MILITARY LEAVE OF ABSENCE FROM THIS COMPANY?					YES NO	
HAVE YOU BEEN EMPLOYED HERE		YES NO	IF YES, PLEASE LIST DATES/POSITION(S)			
POSITION APPLIED FOR						
DATE AVAILABLE FOR WORK				DESIRED SALARY RANGE	\$	
TYPE OF EMPLOYMENT DESIRED		FULL-TIME	PART-TIME	TEMPORARY	SEASONAL	EDUCATIONAL CO-OP
ARE YOU ABLE TO PERFORM THE "ESSENTIAL FUNCTIONS OF THE JOB FOR WHICH YOU ARE APPLYING (WITH OR WITHOUT REASONABLE ACCOMMODATION)? This question is not designed to elicit information about an applicant's disability. Please do not provide information about the existence of a disability, particular accommodation, or whether accommodation is necessary. These issues may be addressed at a later stage to the extent permitted by law.				YES NO	I NEED MORE INFO FIRST	
DRIVER'S LICENSE # REQUIRED IF DRIVING MAY BE REQUIRED IN THE JOB FOR WHICH YOU ARE APPLYING				#	STATE:	
Answering "yes" to the following question does not constitute an automatic bar to employment. Factors such as date of the offense, seriousness and nature of the violation, rehabilitation, and position applied for will be considered.					YES NO	
HAVE YOU EVER PLEADED "GUILTY" OR "NO CONTEST" TO, OR BEEN CONVICTED OF A CRIME?						
IF YES, PLEASE PROVIDE DATE(S) AND DETAILS						

EMPLOYMENT HISTORY (STARTING WITH MOST RECENT)

EMPLOYER		DATES EMPLOYED	____/____ TO ____/____			
PHONE #		STARTING JOB TITLE				
STREET ADDRESS		ENDING JOB TITLE				
CITY/STATE/ZIP		STARTING PAY	\$	HOURLY	SALARY	
SUPERVISOR NAME/TITLE		ENDING PAY	\$	HOURLY	SALARY	
MAY WE CONTACT FOR REFERENCE? EMAIL:		YES NO	WHY DID YOU LEAVE?			
SUMMARIZE JOB AND RESPONSIBILITIES						
EMPLOYER		DATES EMPLOYED	____/____ TO ____/____			
PHONE #		STARTING JOB TITLE				
STREET ADDRESS		ENDING JOB TITLE				
CITY/STATE/ZIP		STARTING PAY	\$	HOURLY	SALARY	
SUPERVISOR NAME/TITLE		ENDING PAY	\$	HOURLY	SALARY	
MAY WE CONTACT FOR REFERENCE? EMAIL:		YES NO	WHY DID YOU LEAVE?			
SUMMARIZE JOB AND RESPONSIBILITIES						
EMPLOYER		DATES EMPLOYED	____/____ TO ____/____			
PHONE #		STARTING JOB TITLE				
STREET ADDRESS		ENDING JOB TITLE				
CITY/STATE/ZIP		STARTING PAY	\$	HOURLY	SALARY	
SUPERVISOR NAME/TITLE		ENDING PAY	\$	HOURLY	SALARY	
MAY WE CONTACT FOR REFERENCE? EMAIL:		YES NO	WHY DID YOU LEAVE?			
SUMMARIZE JOB AND RESPONSIBILITIES						

SKILLS AND QUALIFICATIONS

Summarize any licenses, certificates, skills, and/or special training that may assist you in performing the position for which you are applying:

EDUCATIONAL BACKGROUND (STARTING WITH MOST RECENT)

SCHOOL, CITY, STATE	YEARS COMPLETED	COMPLETED	MAJOR/MINOR
		DIPLOMA GED DEGREE _____ CERTIFICATION _____ OTHER _____	
		DIPLOMA GED DEGREE _____ CERTIFICATION _____ OTHER _____	
		DIPLOMA GED DEGREE _____ CERTIFICATION _____ OTHER _____	

REFERENCES

List names and phone numbers of 3 business/work references who are *not* related to you and are *not* previous supervisors. If not, applicable, list 3 school or personal references who are *not* related to you

NAME	TITLE	RELATIONSHIP TO YOU	PHONE	EMAIL	# OF YEARS KNOWN

APPLICANT STATEMENT

I certify that all information I have provided in order to apply for and secure work with this employer is true, complete, and correct.

I expressly authorize, without reservation, the employer, its representatives, employees or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities, and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, resume, or job interview. I hereby waive any and all rights and claims I may have regarding the employer, its agents, employees, or representatives, for seeking, gathering, and using truthful and non-defamatory information, in a lawful manner, in the employment process, and all other persons, corporations, or organizations for furnishing such information about me.

I understand that this employer does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or eliminating any applicant from consideration for employment on any basis prohibited by applicable local, state, or federal law.

I understand that in order to be considered for employment, I must complete a background check.

If I am hired, I understand that I am free to resign at any time, with or without cause and with or without prior notice, and the employer reserves the same right to terminate my employment at any time, with or without cause and with or without prior notice, except as may be required by law. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that no supervisor or representative of the employer is authorized to make any assurances to the contrary and that no implied oral written agreements contrary to the foregoing express language are valid unless they are in writing and signed by the employer's president.

I also understand that if I am hired, I will be required to provide proof of identity and legal authorization to work in the United States and that federal immigration laws require me to complete an I-9 Form in this regard.

This company does not tolerate unlawful discrimination in its employment practices. No question on this application is used for the purpose of limiting or excluding an applicant from consideration for employment on the basis of his or her sex, race, color, religion, national origin, genetic information, citizenship, age, disability, or any other protected status under applicable federal, state, or local law. This company likewise does not tolerate harassment based on sex, race, color, religion, national origin, genetic information, citizenship, age, disability, or any other protected status. The company takes all complaints of harassment seriously and all complaints will be investigated promptly and thoroughly.

I understand that any information provided by me that is found to be false, incomplete, or misrepresented in any respect will be sufficient cause to (i) eliminate me from further consideration for employment, or (ii) may result in my immediate discharge from the employer's service, whenever it is discovered.

I certify that I have read, fully understand, and accept all terms of the foregoing Applicant Statement.

Signature of Applicant _____ Date _____