

# APPLICATION FOR EMPLOYMENT

We are an Equal Opportunity employer

This application is valid for 60 days. Not all applicants will be interviewed; only interviewees will receive a response.

PLEASE READ CAREFULLY - WRITE CLEARLY - ANSWER ALL QUESTIONS

Date \_\_\_\_\_

\_\_\_\_\_ Social Security No. \_\_\_\_\_  
Last Name First Name Middle Name  
 Address \_\_\_\_\_ Telephone No. \_\_\_\_\_  
No. Street City-State ZIP Code

Are you over 18 years of age? \_\_\_\_\_ For what position are you applying? \_\_\_\_\_ Date Available \_\_\_\_\_

Work Hours Desired? \_\_\_\_\_ Full Time  Part Time  Temporary  Pay Expected: \$ \_\_\_\_\_ Per \_\_\_\_\_

If you require any accommodation(s) during your employment interview, please request such in advance of interview.

## WORK EXPERIENCE

Directions: List your last employer first. Account for all occupied and unoccupied time the past ten years. Attach extra pages if needed. Unacceptable to put only "see resume" in any section.

DATE		SALARY		EMPLOYER and ADDRESS	POSITION TITLE	REASON FOR LEAVING
From	To	Starting	Leaving			
Mo. Yr.	Mo. Yr.	\$ Yr.	\$ Yr.	Employer _____ No. & St. _____ City & State - Zip _____	Ph.(    )	
Mo. Yr.	Mo. Yr.	\$ Yr.	\$ Yr.	Employer _____ No. & St. _____ City & State - Zip _____	Ph.(    )	
Mo. Yr.	Mo. Yr.	\$ Yr.	\$ Yr.	Employer _____ No. & St. _____ City & State - Zip _____	Ph.(    )	
Mo. Yr.	Mo. Yr.	\$ Yr.	\$ Yr.	Employer _____ No. & St. _____ City & State - Zip _____	Ph.(    )	
Mo. Yr.	Mo. Yr.	\$ Yr.	\$ Yr.	Employer _____ No. & St. _____ City & State - Zip _____	Ph.(    )	
Mo. Yr.	Mo. Yr.	\$ Yr.	\$ Yr.	Employer _____ No. & St. _____ City & State - Zip _____	Ph.(    )	

Have you ever served in the U.S. Military? \_\_\_\_\_ Branch of Service \_\_\_\_\_ Rank at Discharge \_\_\_\_\_

May we contact your present employer? \_\_\_\_\_ (If no, present employer will be contacted *after* offer of employment and any offer of employment will be contingent upon outcome of such contact.)

## EDUCATION

NAMES AND COMPLETE ADDRESSES OF SCHOOLS		Circle Last Grade Completed		Units Completed	Did you Graduate?	Date of Leaving or Graduation						
Last Grade School		1	2	3	4	5	6	7	8			
Last High School		9	10	11	12							
Technical, Business, or Vocational School		Major Subjects										
Jr. College, College or University		Major Subjects		Years	Degrees							

List of courses you are currently taking \_\_\_\_\_ Do you like to work with figures? \_\_\_\_\_

Do you plan to take additional courses? \_\_\_\_\_ What? \_\_\_\_\_ Where? \_\_\_\_\_

Typing Speed \_\_\_\_\_ Foreign Languages speak, read or write? \_\_\_\_\_

Do you possess a professional or trade license or certificate? \_\_\_\_\_ Type \_\_\_\_\_ Issued By \_\_\_\_\_ Exp. Date \_\_\_\_\_

What business or vocational machines or equipment can you operate? include computer and software \_\_\_\_\_

## PERSONAL

How long have you lived at the present address? \_\_\_\_\_ Can you work any day of the week if required?  Yes  No

If hired, can you submit proof of identify and legal right to work in the United States?  Yes  No

Complete the following only if position requires driving:

Do you have a valid Motor Vehicle Operator's License?  Yes  No From what state? \_\_\_\_\_ License No. \_\_\_\_\_ Exp. Date \_\_\_\_\_

Have you ever lost or been denied a security clearance?  Yes  No If Yes, explain: \_\_\_\_\_

Within the past 7 years, have you been convicted of (or pleaded guilty or no contest) to a Felony or Misdemeanor, including but not limited to any for which you were released from prison or paroled within the last 7 years?  Yes  No

(Do not identify: convictions for marijuana-related offenses that are more than 2 years old; convictions for which the criminal record has been expunged, sealed or eradicated by the court; or, misdemeanor convictions for which any probation has been completed and the case dismissed by the court.) If Yes, explain each conviction fully, when, where and of what you were convicted and disposition of the case(s): \_\_\_\_\_

Are you currently under arrest, or released on bond or your own recognizance, pending trial for a criminal offense?  Yes  No

If Yes, state the nature of the crime charged, and when and where trial is pending: \_\_\_\_\_

(Note: No applicant will be denied employment solely on the grounds that they have been charged, committed or been convicted [or pleaded guilty or no contest] of a criminal offense; or, solely on an affirmative answer above. The nature of the offense, the date of the offense, the surrounding circumstances and the relevance of the offense to the position(s) applied for will be considered.)

Have you ever used another name?  Yes  No If Yes, list all other names: \_\_\_\_\_

List names of any relatives or acquaintances ever employed by this organization: \_\_\_\_\_

List any professional organizations to which you belong: \_\_\_\_\_

List two references (not a relative or former employer) whom you have know for at least five years:

Name	Address	Occupation	Phone

## AGREEMENT

I attest under penalty of perjury that I am applying for employment in good faith with the intention of accepting a position offered. I also affirm that the information contained in this application is true, complete, and accurate.

I authorize investigation of all statements contained in this application form if I am considered for employment. I also authorize previous employers, personal references named, or any other person to whom the company may refer, to give any and all information regarding my employment or scholastic standing together with any other information, personal or otherwise, that may or may not be on their records.

I understand that misrepresentation or omission of any facts called for herein, receipt of unsatisfactory references, or failure to pass a prescribed medical examination if required for the position, will be sufficient cause for disqualification from employment or for my dismissal from the company's service if I shall have been employed.

I understand and agree that nothing contained in this application, or conveyed during any interview which may be granted, or during my employment if hired, is intended to create an employment contract between me and the company. In addition, I understand and agree that if hired, my employment will be at-will, for no definite or determinable period of time, and may be terminated at any time, for any reason or for no reason at all, with or without prior notice, at the option at the company or me. I understand and agree that no promises or representation contrary to this "at-will" condition are binding on the company, and that I have not relied, and will not rely, on any oral or written statements to the extent that such might even suggest that my status is anything other than "at-will". I further understand and agree that my "at-will" status cannot be changed except by a written document specifically addressing my individual "at-will" status, and signed by both me and a specifically authorized officer of the company. I agree that it is my responsibility to confirm the authorization of any person signing such a document, since I understand the company's intent is not to enter into any employment arrangements other than "at-wil." I understand and agree that this is the entire agreement between me and the company regarding the term of my employment and replaces any other oral or written agreement or understanding. I further agree that this entire paragraph regarding the "at-will" condition of employment is a part of any employment relationship I may have with the company and is hereby merged and integrated into any agreement or understanding regarding my employment.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_