

Application For Employment

Name (First, Middle, Last): _____

Phone #: _____

Address: _____ City: _____ State: _____ Zip: _____

SS #:* _____

Township: _____ County: _____ School District: _____

Date of Birth:* _____

Position Applied For: _____ Date you can start: _____

Desired Salary: _____

*needed for background verification and tax purposes

Employment History – list most recent first

Employer: _____ Job Title: _____

Dates Employed: _____ to _____

Address: _____

Compensation Start: \$ _____

Supervisor: _____ Office#: _____ Cell#: _____

Compensation End: \$ _____

Summarize your work/job responsibilities: _____

What did you like most?: _____

What did you like least?: _____

Reason for leaving: _____

Employer: _____ Job Title: _____

Dates Employed: _____ to _____

Address: _____

Compensation Start: \$ _____

Supervisor: _____ Office#: _____ Cell#: _____

Compensation End: \$ _____

Summarize your work/job responsibilities: _____

What did you like most?: _____

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Reason for leaving: _____

Employer: _____ Job Title: _____

Dates Employed: _____ to _____

Address: _____

Compensation Start: \$ _____

Supervisor: _____ Office#: _____ Cell#: _____

Compensation End: \$ _____

Summarize your work/job responsibilities: _____

What did you like most?: _____

What did you like least?: _____

Reason for leaving: _____

Have you had any gaps in employment of more than 4 months duration in the past 10 years? Yes No

If yes, explain: _____

Have you ever been fired or asked to resign? Yes No

If yes, explain: _____

Have you ever applied for a job with this company before? Yes No

If yes, explain when and for what position: _____

Educational Background

School Name – include city & state	Year Completed	Graduated With	GPA	Major/Minor

List any Special Training, Skills, Licenses, and/or Certificates that may assist you in performing the position for which you are applying:

References

List three business/work references who are not related to you and are not previous supervisors. Alternatively, list three personal references who are not related to you.

Name	Title (if applicable)	Relationship to You	Phone Number	Years Known

Other Information

Answers to the questions below DO NOT constitute an automatic bar to employment. Factors such as date and nature of event, position applied for, etc will be taken into account.

- Will you work overtime if required? Yes No* Can you abide by a No Smoking policy? Yes No
- Ever been arrested for DUI/drunk driving? Yes* No Used illegal drugs within the past 10 years? Yes* No
- Ever been convicted of, or pled guilty or no contest to a misdemeanor or felony? Yes* No Ever filed for bankruptcy protection or been sued for collection of a debt? Yes* No

*Please explain any starred answers: _____

Do you participate in any volunteer activities benefiting the local community? Yes No

If yes, explain: _____

What type of hobbies or activities do you enjoy in your free time? _____

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, credit bureaus, financial 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 such information in the employment process and all other persons, corporations or organizations for furnishing such information about me.

I understand that this application remains current for only 30 days. At the conclusion of that time, if I have not heard from the employer and still wish to be considered for employment, it will be necessary for me to reapply and fill out a new application. 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 or 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, citizenship, genetic information, age, disability, or any other protected status. Examples of prohibited harassment include, but are not limited to, unwelcome physical contact, offensive gestures, unwelcome comments, jokes, epithets, threats, insults, name-calling, negative stereotyping, possession or display of derogatory pictures or other graphic materials, and any other words or conduct that demean, stigmatize, intimidate, or single out a person because of his/her membership in a protected category. Harassment of our employees is strictly prohibited, whether it is committed by a manager, coworker, subordinate, or non-employee (such as a vendor or customer). 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.

DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE APPLICANT STATEMENT.

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

Signature of Applicant _____ Date _____