



## Application for Employment

We are pleased that you are seeking employment with our Company. Applicants are considered without regard to race, color, religion, sex, age, or national origin, sexual orientation, or any factors prohibited by local, state, or federal law. We support a Smoke-Free and Drug-Free Workplace and are proud to be an Equal Opportunity Employer.

### **Personal**

Last Name: \_\_\_\_\_ First: \_\_\_\_\_ M.I.: \_\_\_\_\_ email: \_\_\_\_\_

Address: \_\_\_\_\_ Day Ph: \_\_\_\_\_ Eve Ph: \_\_\_\_\_

City, St, Zip: \_\_\_\_\_

Have you ever applied for employment at our Company? Yes  Date: \_\_\_\_\_ No

Have you ever been employed at our Company? Yes  Date of hire: \_\_\_\_\_ No

How were you referred to our Company? Advertisement  Employee  Agency  Other:

### **Employment Desired**

Position: \_\_\_\_\_ Location: \_\_\_\_\_ Date Available: \_\_\_\_\_

Salary Desired: \$ \_\_\_\_\_ per: \_\_\_\_\_

Are you interested in: Temporary  Full Time  Part-Time

### **Skills**

Licenses or Certifications: \_\_\_\_\_

Typing Speed: \_\_\_\_\_ Software: \_\_\_\_\_

List all Computer Skills: \_\_\_\_\_

Other Skills: \_\_\_\_\_

### **References**

Name (3) individuals we may contact who have knowledge of your performance and work experience, preferably former supervisors:

Name: \_\_\_\_\_ Company: \_\_\_\_\_ Title: \_\_\_\_\_

Company Address: \_\_\_\_\_ Ph. No. \_\_\_\_\_

Name: \_\_\_\_\_ Company: \_\_\_\_\_ Title: \_\_\_\_\_

Company Address: \_\_\_\_\_ Ph. No. \_\_\_\_\_

Name: \_\_\_\_\_ Company: \_\_\_\_\_ Title: \_\_\_\_\_

Company Address: \_\_\_\_\_ Ph. No. \_\_\_\_\_



IF HIRED, I WILL PROVIDE PROOF OF MY LEGAL AUTHORIZATION TO WORK IN THE UNITED STATES. Yes No

**Please read carefully, initial each paragraph and sign at the bottom of the page.**

I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment and that the answers given by me are true and correct to the best of my knowledge. I further certify that I, the undersigned applicant, have personally completed this application. I understand that any omission or misstatement of material fact on this application or on any document used to secure employment shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery. [REDACTED]

I hereby authorize the Company to thoroughly investigate my references, work record, education and other matters related to my suitability for employment and, further, I authorize the references I have listed to disclose to the Company all letters, reports and other information related to my work records, without giving me prior notice of such disclosure. In addition, I hereby release the Company, my former employers and other persons, corporations, partnerships and associations from any and all claims, demands or liabilities arising out of or in any way related to such investigation or disclosure. [REDACTED]

I understand that nothing contained in the application or conveyed during any interview, which may be granted or during my employment, if hired, is intended to create an employment contract between the Company and me. In addition, I understand and agree that if I am employed, my employment is at will and is for no definite or determinable period and may be terminated at any time, with or without prior notice, or with or without cause, at the option of either myself or the Company, and that no promises or representations contrary to the foregoing are binding on the Company unless made in writing and signed by me and the company's designated representative. [REDACTED]

**I HAVE READ THE ABOVE PARAGRAPHS, UNDERSTAND THEIR IMPORTANCE AND EFFECT UPON MY EMPLOYMENT, AND ACCEPT SAME AS CONDITIONS OF MY EMPLOYMENT WITH COMPANY.**

This application, when completed and signed, becomes the property of Company.

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_