Application for Employment

Personal Information

Name (Last, First)	Date of Application	Desired Location
Address	City, State	Zip Code
Alternate Telephone Number ( ) -	Telephone Number ( ) -	Referred By

Employment Desired

Position Desired	Choose: Full Time (30-45 Hours) Part Time (10-31 Hours)	Salary Desired	Date Available To Start

Work Eligibility

Are you eligible to work in the United States? Yes: _____ No: _____	Do you have other special training or skills (additional spoken or written languages, position experience, etc.)?

Criminal Convictions

Have you, within the last seven years, been convicted of or pled guilty or nolo contendere (no contest) to a felony crime? (Convictions that have been expunged, sealed or legally eradicated need not be listed). If yes, state the nature of the crime(s), when and where convicted and the disposition of the case. A conviction will not necessarily disqualify you from employment. If you answer "yes" the nature of the offense, the surrounding circumstances and the relevance of the offense to the position(s) applied for may be considered. You will be notified, in accordance with state law, if you were not selected for employment based in whole or in part because of your criminal history.

Yes:_____   No: _____

If Yes, describe: _____

_____

_____

_____

Available Work Hours (Put an "X" in any box that you **ARE** available. Shift times are approximate and adjustable.)

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Mornings 10 am-5 pm							
Afternoon 4 pm-10 pm							
Evenings 5 pm-12 am							

Education

High School	Years Attended	Did you Graduate?	Special Studies
College/ Trade School	Years Attended	Did you Graduate?	Special Studies

Employment History (Start with present or most recent employer.)

Name and Address	Position	Salary	Dates Employed	Reason for Leaving
Name and Address	Position	Salary	Dates Employed	Reason for Leaving
Name and Address	Position	Salary	Dates Employed	Reason for Leaving
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References

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

Name:_____**Company:**_____**Title:**_____

Company Address:_____**Phone No:**_____

Name:_____**Company:**_____**Title:**_____

Company Address:_____**Phone No:**_____

Name:_____**Company:**_____**Title:**_____

Company Address:_____**Phone No:**_____

I certify that the facts set forth in this application for employment are true and complete to the best of my knowledge. I understand that if I am employed, false statements on this application shall be considered sufficient cause for dismissal. This company is hereby authorized to make any investigations of my prior educational and employment history.

I understand that employment at this company is "at will," which means that either I or this company can terminate the employment relationship at any time, with or without prior notice, and for any reason. All employment is continued on that basis.

Signature of Applicant_____ Date Signed_____