

# APPLICATION FOR EMPLOYMENT

Please fully and accurately complete each question.  
Incomplete applications may not be considered.

**Qualified applicants receive equal consideration. No question is asked for the purpose of excluding any applicant due to race, color, national origin, religion, age, sex, disability, or any other factor prohibited by law or regulation.  
AN EQUAL OPPORTUNITY EMPLOYER**

## PERSONAL IDENTIFICATION

Name \_\_\_\_\_ Date: \_\_\_\_\_  
Last First Middle  
Address \_\_\_\_\_ Phone: \_\_\_\_\_  
Street City State Zip

## WORK PREFERENCE

Position desired: \_\_\_\_\_ Salary or pay you expect: \_\_\_\_\_ Date available for work: \_\_\_\_\_  
List job benefits, other than wages, you expect or want in order of importance: (1) \_\_\_\_\_ (2) \_\_\_\_\_ (3) \_\_\_\_\_  
Describe your prior experience related to this work: \_\_\_\_\_  
Describe any formal schooling or training related to this work: \_\_\_\_\_  
List any licenses, certificates or professional affiliations you may have: \_\_\_\_\_  
List any special skills you may have (computer, machine operation, etc.): \_\_\_\_\_  
List any hobbies, special interests or sports in which you are involved: \_\_\_\_\_

**FOR DRIVING JOBS ONLY:** Do you have a valid drivers license? Yes \_\_\_ No \_\_\_ Class of License \_\_\_\_\_ State \_\_\_\_\_  
Have you had your driver's license suspended or revoked in the last three years? Yes \_\_\_ No \_\_\_  
If yes, give details \_\_\_\_\_

*Please write "yes" or "no" in every space provided on the remainder of this page.*

## AVAILABILITY FOR WORK

Type of work: Part time \_\_\_\_\_ Full time \_\_\_\_\_ Temporary or short term \_\_\_\_\_  
Shifts or time of day: Day \_\_\_\_\_ Afternoon \_\_\_\_\_ Graveyard \_\_\_\_\_ Rotating \_\_\_\_\_  
Will you work daily overtime on occasion if necessary? \_\_\_\_\_ Will you work extra days in the week if necessary? \_\_\_\_\_  
Are you now or do you expect to be engaged in any other business, employment or schooling? \_\_\_\_\_ Do you have any commitments or agreements with another employer that might affect your employment? \_\_\_\_\_ Do you have any on-going obligations or other personal commitments that would affect your work schedule? \_\_\_\_\_

## PRESENT EMPLOYMENT

Are you presently employed? \_\_\_\_\_ Do you have to give advance notice to your present employer? \_\_\_\_\_  
May we contact your present employer for a reference? \_\_\_\_\_

## PERSONAL

If requested, would you be willing to take a drug/alcohol screening exam before and/or after employment as a condition of employment? \_\_\_\_\_  
Are you at least 18 years old? \_\_\_\_\_ If hired, can you furnish proof that you are authorized to work in the U.S.? \_\_\_\_\_

## PRIOR EVENTS

Have you ever worked for or applied for work at this company before? \_\_\_\_\_ Have you ever been discharged for cause? \_\_\_\_\_  
Have you ever been refused a surety bond or ever had one cancelled? \_\_\_\_\_  
Have you ever been convicted of any law violation, except a minor traffic violation? (A criminal record does not automatically bar employment) \_\_\_\_\_  
Have you ever been disciplined for absenteeism? \_\_\_\_\_ Have you ever been disciplined for tardiness? \_\_\_\_\_

Explanation to answers given above: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**EDUCATION AND TRAINING**

Circle highest grade or years completed

Formal Education 1 2 3 4 5 6 7 8 9 10 11 12

College or other 1 2 3 4 5 6 7

	School Name and Location	Attended from	Attended to	Did you receive Diploma?	Grade Point Average	Major Subject(s)	Special Courses
High School or GED		<b>X</b>	<b>X</b>				
College or University							
Graduate School							
Other Education							

**EMPLOYMENT RECORD** (Give a complete account of your employment. *Begin on the first line with your present or most recent position and work back.*)

1. Employer \_\_\_\_\_ Address \_\_\_\_\_ Phone \_\_\_\_\_

Main duties \_\_\_\_\_

From \_\_\_\_\_ to \_\_\_\_\_ Starting pay \_\_\_\_\_ Leaving pay \_\_\_\_\_ Supervisor \_\_\_\_\_

What did you like about this job? \_\_\_\_\_

What did you dislike about this job? \_\_\_\_\_

Reason for leaving \_\_\_\_\_

2. Employer \_\_\_\_\_ Address \_\_\_\_\_ Phone \_\_\_\_\_

Main duties \_\_\_\_\_

From \_\_\_\_\_ to \_\_\_\_\_ Starting pay \_\_\_\_\_ Leaving pay \_\_\_\_\_ Supervisor \_\_\_\_\_

What did you like about this job? \_\_\_\_\_

What did you dislike about this job? \_\_\_\_\_

Reason for leaving \_\_\_\_\_

3. Employer \_\_\_\_\_ Address \_\_\_\_\_ Phone \_\_\_\_\_

Main duties \_\_\_\_\_

From \_\_\_\_\_ to \_\_\_\_\_ Starting pay \_\_\_\_\_ Leaving pay \_\_\_\_\_ Supervisor \_\_\_\_\_

What did you like about this job? \_\_\_\_\_

What did you dislike about this job? \_\_\_\_\_

Reason for leaving \_\_\_\_\_

4. Other positions (including periods of military/public service)

EMPLOYER	MAIN DUTIES	FROM	TO	PAY	REASON FOR LEAVING
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

**APPLICANT AGREEMENT** (*Read carefully before signing.*) All information provided by me is true and correct to the best of my knowledge. I understand omissions or misrepresentations may result in rejection of my application or, if employed, may result in subsequent dismissal. I hereby authorize any former employer, person, school, firm or corporation listed hereon, including this company, to answer any and all questions related to employment and agree to release from liability and hold all persons harmless for giving any and all truthful information within their knowledge or records. I understand this is a preliminary application and not a contract to employ me. Furthermore, in the event I am employed, my employment shall be completely voluntary and may be terminated at will at any time by either myself or the company. I understand that no one other than the company president has authority to enter into any employment agreement to the contrary. I agree to take a job related physical examination or a drug/alcohol test when requested as a condition of employment. I agree to comply with all rules of the company as a condition of employment. In the event the company advances me money or other things of value, I agree to repay the company and also that any amount still owing may be deducted from my final paycheck.

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