

Application for Employment

Short Form

Instructions: It is the policy of the Company to provide equal opportunity with regard to all terms and conditions of employment. The Company complies with federal and state laws prohibiting discrimination on the basis of race, color, religion, sex, national origin, disability, veteran status, age, or any other protected characteristic.

Please Print

Position applied for _____ Application Date: ____/____/____

Name _____
LAST FIRST MIDDLE

Address _____
STREET CITY STATE ZIP CODE

Home Phone (____) _____ Cellular/Other # (____) _____ E-mail address: _____

Shift preferred 1 2 3 Any Expected pay _____

Would you accept full-time work? Yes No Would you accept part-time work? Yes No

On what date would you be available for work? _____

How were you referred to our Company? _____

Have you ever been employed here? Yes No If yes, please give dates _____

Is this application a request for reemployment following an extended military leave of absence from our Company? Yes No
If yes, additional information may be requested.

Are you legally eligible for employment in the USA? (If yes, proof is required if hired.) Yes No

If you are under 18 years old, can you provide a work permit if required? Yes No

Please provide your driver's license number, if driving is required for this job. _____ State _____

This question is not designed to elicit information about an applicant's disability. Please do not provide information about the existence of a disability, particular accommodation, or whether accommodation is necessary. These issues may be addressed at a later stage to the extent permitted by law. Are you able to perform the "essential functions" of the job for which you are applying (with or without reasonable accommodation)?
 Yes No Need more information about the job's "essential functions" to respond.

Answering "yes" to the following question does not constitute an automatic bar to employment. Factors such as date of the offense, seriousness and nature of the violation, rehabilitation and position applied for will be taken into account. Have you ever pleaded "guilty" or "no contest" to, or been convicted of, a crime? Yes No If yes, please provide date(s) and details:

Education Background

High School: _____ Location _____

Course of study _____ Did you graduate? Yes No Degree or diploma _____

College: _____ Location _____

Course of study _____ Did you graduate? Yes No Degree or diploma _____

Graduate School: _____ Location _____

Course of study _____ Did you graduate? Yes No Degree or diploma _____

Vocational Training/Other: _____ Location _____

Course of study _____ Did you graduate? Yes No Degree or diploma _____

Continuing Education: _____

Special Training or Skills

Languages, machine operation, etc., that would be of benefit in the job for which you are applying.

Employee Experience

Place an X by the employer(s) you DO NOT want us to contact. List your most recent employer first.

Employer _____ Job Title: _____

Contact Name _____ E-mail: _____

Address _____ Phone () _____

Dates employed: from (mm/yy) ____/____ to (mm/yy) ____/____ Hourly rate/salary: starting ____/____ final ____/____

Reason for leaving _____

Employer _____ Job Title: _____

Contact Name _____ E-mail: _____

Address _____ Phone () _____

Dates employed: from (mm/yy) ____/____ to (mm/yy) ____/____ Hourly rate/salary: starting ____/____ final ____/____

Reason for leaving _____

Employer _____ Job Title: _____

Contact Name _____ E-mail: _____

Address _____ Phone () _____

Dates employed: from (mm/yy) ____/____ to (mm/yy) ____/____ Hourly rate/salary: starting ____/____ final ____/____

Reason for leaving _____

Anti-Discrimination Clause

This Company does not tolerate unlawful discrimination or harassment based on sex, race, color, religion, national origin, citizenship, age, disability, or any other protected status under applicable federal, state or local law. No question on this application is used to limit or exclude an applicant from employment consideration. This Company takes all harassment complaints seriously and investigates each one promptly and thoroughly.

Social Security Number

SS# _____ The Company will make reasonable efforts to safeguard the privacy of this information and will use it only for employment purposes.

Applicant Statement

I certify that all the information submitted by me on this application is true and complete, and I understand that if any false or misleading information, omissions or misrepresentations are discovered, my application may be rejected, and if I am employed, my employment may be terminated at any time.

If hired, I agree to conform to the Company's rules and regulations, and I understand that these rules and/or the employee handbook do not form a contract of employment, either expressed or implied, and I agree that my employment and compensation can be terminated, with or without cause and with or without notice, at any time, at either my or the Company's option.

I also understand and agree that the terms and conditions of my employment may be changed, with or without cause and with or without notice, at any time by the Company. I understand that no Company representative, other than its president, and then only when in writing and signed by the president, has any authority to enter into any agreement for employment for any specific period of time, or to make any agreement contrary to the forgoing.

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 and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, résumé 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 truthful and nondefamatory information, in a lawful manner, 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.

Applicant's signature _____ Date ____/____/____

FOR OFFICE USE ONLY:

Applicant number _____

Employee number _____ Position _____

Hire date ____/____/____ Rate _____ Class _____ Skill _____

Other _____

Notes _____

Attachments:

- Résumé Applicant interview notes
 Applicant reference notes Test results