



APPLICATION FOR EMPLOYMENT

Equal Employment Opportunity Policy: We are committed to providing equal employment opportunities to all employees and applicants without regard to race, religion, color, sex, national origin, ancestry, citizenship status, uniform service member status, pregnancy, age, disability, or any other protected status in accordance with all applicable federal, state and local laws.

Position Desired: _____ [] Part time [] Full time Date _____

Name _____
(Print) Last First Middle

Present Address _____ How long have you lived there? _____
Street and Number City State Zip Code Years Months

Previous Address _____ How long did you live there? _____
Street and Number City State Zip Code Years Months

Telephone No. _____

IMPORTANT INSTRUCTIONS TO ALL APPLICANTS FOR ANSWERING THE NEXT TWO CRIMINAL BACKGROUND QUESTIONS

All Applicants: Do not include minor traffic citations. Do not include arrests or convictions that were sealed, eradicated, erased, annulled by a court, or expunged, or convictions that resulted in referral to a diversion program.

Have you ever plead guilty or no contest to, or been convicted of any criminal offense other than the applicable exceptions listed above? ☐ Yes ☐ No

Have you ever been arrested for any matters for which you currently are out on bail or on your own recognizance pending trial?
☐ Yes ☐ No

CRIMINAL OFFENSES ONLY: If you answered Yes to either of the above two questions, please provide the date(s) and explain in accordance with the above instructions so that individual circumstances can be considered. _____

NOTE: Answering "Yes" to these questions does not constitute an automatic bar to employment. Factors such as age and time of the offense, seriousness and nature of the violation, and rehabilitation will be taken into account. (Do not include minor traffic infractions and juvenile convictions for which the record has been sealed or expunged, or any conviction for which probation has been successfully completed or otherwise discharged and the case has been judicially dismissed in answering these questions.)

RECORD OF PREVIOUS EMPLOYMENT

Please list the names of your present or previous employers in chronological order with present or last employer listed first. Be sure to account for all periods of time including military service and any period of unemployment. If self-employed, give firm name and supply business references. [Add additional page if necessary]

Present or Last Employer Address City, State, Zip Code Telephone	<u>Employed</u> From _____ (mo/yr) To (mo/yr) _____	<u>Pay</u> \$ _____ Start \$ _____ Final	<u>Your Title or Position</u> _____ Name and Title of <u>Last Supervisor</u> _____	<u>Exact Reason for Leaving</u>
Present or Last Employer Address City, State, Zip Code Telephone	<u>Employed</u> From _____ (mo/yr) To (mo/yr) _____	<u>Pay</u> \$ _____ Start \$ _____ Final	<u>Your Title or Position</u> _____ Name and Title of <u>Last Supervisor</u> _____	<u>Exact Reason for Leaving</u>
Present or Last Employer Address City, State, Zip Code Telephone	Employed From _____ (mo/yr) To (mo/yr) _____	<u>Pay</u> \$ _____ Start \$ _____ Final	Your Title or Position _____ Name and Title of Last Supervisor _____	Exact Reason for Leaving
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Present or Last Employer Address City, State, Zip Code Telephone	<u>Employed</u> From _____ (mo/yr) To (mo/yr) _____	<u>Pay</u> \$ _____ Start \$ _____ Final	<u>Your Title or Position</u> _____ Name and Title of <u>Last Supervisor</u> _____	<u>Exact Reason for Leaving</u>

Have you ever worked for this Company? [] Yes [] No

If Yes, please give dates and position: _____

Have you ever been terminated or asked to resign from any job? [] Yes [] No

If Yes please explain circumstances: _____

Please explain fully any gaps in your employment history: _____

May we contact your current employer? ☐ Yes ☐ No. If No, please explain: _____

Please indicate any actual experience, special training and qualifications that you have which you feel are relevant to the position for which you are applying. _____

Do you have any commitments, including but not limited to a non-compete or non-solicitation or confidentiality agreement with any current or former employer, which may affect or restrict your potential employment or ability to perform the duties for which you are applying?

☐ Yes ☐ No. If Yes, please explain: _____

Have you ever used another name? ☐ Yes ☐ No. Is any additional information relative to change of name, use of an assumed name, or nickname necessary to enable a check on your work and educational record? If yes, please explain: _____

Can you supply proof of eligibility to work in the United States? ☐ Yes ☐ No

If hired, can you furnish proof that you are 18 years of age or older? ☐ Yes ☐ No

Are you capable of satisfactorily performing the essential job duties required of the position for which you are applying? ☐ Yes ☐ No

Do you have adequate transportation to and from work? ☐ Yes ☐ No

Do you have any relatives presently employed by the Company? ☐ Yes ☐ No If yes, please indicate name(s) and locations(s) _____

EDUCATION

School Name	Years Completed (Circle)	Diploma/Degree	Describe Course of Study or Major	Describe Specialized Training, Experience, Skills and Extra-Curricular Activities
Elementary:	4 5 6 7 8			
High School:	9 10 11 12			
College/University:	1 2 3 4			
Graduate/Professional:	1 2 3 4			
Trade or Correspondence:				
Other:				

APPLICANT CERTIFICATIONS AND UNDERSTANDING

By your signature below, you acknowledge and certify:

Your understanding that if you fail to provide full and complete responses to each inquiry on this application (except those for which you are specifically directed not to answer), you may be disqualified from hiring consideration;

Your understanding that this application will be considered "active" for a maximum of thirty days and that if you want to be considered for employment after that time, you must reapply;

That you received a separate written notification that the Company may obtain a Consumer Report on you for use in connection with your application for employment and, if hired, your employment with the Company and that you specifically authorize the Company to obtain this Report.

That the information given by you on this application and during the interview process is true and complete in all respects, and that if the information is found to be false, misleading, incomplete, or unsatisfactory in any respect you will be disqualified from consideration for employment or subject to immediate dismissal if discovered after you are hired.

THAT YOU UNDERSTAND THAT IF HIRED YOU WILL BE EMPLOYED AT-WILL, WHICH MEANS THAT YOU HAVE THE RIGHT TO TERMINATE YOUR EMPLOYMENT AT ANY TIME WITHOUT CAUSE OR NOTICE AND THAT THE COMPANY HAS A SIMILAR RIGHT AND THAT NO MANAGEMENT LEVEL EMPLOYEE HAS MADE ANY STATEMENTS OR REPRESENTATIONS TO YOU WHICH ARE CONTRARY TO OR CONTRADICT EMPLOYMENT AT-WILL STATUS.

DO NOT SIGN UNTIL YOU HAVE READ AND UNDERSTAND THIS STATEMENT

Signature of Applicant

Date