

Application for Employment

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, creed, national origin, disability, veteran status, age or any other protected characteristic.

Name _____

Phone _____

Address _____

City/State/Zip Code _____

Position Applied For: _____ Shift Preferred: 1 2 3 Any

Special training or skills: (languages, machine operations, etc.) that would benefit you in the job for which you are applying: _____

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? _____

Have you ever been employed here before? No Yes Dates: _____

Do you have a legal right to be employed in the U.S.? Yes (if yes, proof is required) No

Are you of legal age to work? Yes No

For Office Use Only:

Applicant # _____

Employee # _____

Hire Date _____

Position _____

Rate _____

Class _____

Skill _____

Other _____

Notes _____

Attachments:

- Résumé
- Applicant Reference Check
- Applicant Interview
- Payroll Change Notice
- Employee Data Card

Educational Background

Grammar School

Name and Location _____

Course of Study _____ Did You Graduate? Yes No Degree/Diploma: _____

High School

Name and Location _____

Course of Study _____ Did You Graduate? Yes No Degree/Diploma: _____

College

Name and Location _____

Course of Study _____ Did You Graduate? Yes No Degree/Diploma: _____

Graduate School

Name and Location _____

Course of Study _____ Did You Graduate? Yes No Degree/Diploma: _____

Vocational, or other, training

Name and Location _____

Course of Study _____ Did You Graduate? Yes No Degree/Diploma: _____

Continuing Education: _____

Previous Employers and Addresses

Place an by the employer(s) you do *not* want us to contact. List the most recent employer first.

1. Company Name _____ Phone (_____) _____
 Contact Name _____
Address _____ Employed from _____ to _____
Month/Year Month/Year
Position _____ Reason for Leaving _____ Last Wage _____
2. Company Name _____ Phone (_____) _____
 Contact Name _____
Address _____ Employed from _____ to _____
Month/Year Month/Year
Position _____ Reason for Leaving _____ Last Wage _____
3. Company Name _____ Phone (_____) _____
 Contact Name _____
Address _____ Employed from _____ to _____
Month/Year Month/Year
Position _____ Reason for Leaving _____ Last Wage _____
4. Company Name _____ Phone (_____) _____
 Contact Name _____
Address _____ Employed from _____ to _____
Month/Year Month/Year

I CERTIFY THAT ALL THE INFORMATION SUBMITTED BY ME ON THIS APPLICATION IS TRUE AND COMPLETE, AND I UNDERSTAND THAT IF ANY FALSE INFORMATION, OMISSIONS, OR MISREPRESENTATIONS ARE DISCOVERED, MY APPLICATION MAY BE REJECTED, AND IF I AM EMPLOYED, MY EMPLOYMENT MAY BE TERMINATED AT ANY TIME.

IN CONSIDERATION OF MY EMPLOYMENT, I AGREE TO CONFORM TO THE COMPANY'S RULES AND REGULATIONS, 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 FOREGOING.

Applicant's Signature: _____ Date: _____