



Date Received: _____

Next Step: _____

EMPLOYMENT APPLICATION {PLEASE Print Clearly}

Date: _____ Position applied for: _____

Personal Information

Legal Name: First _____ Last _____ Middle Initial _____

Address: Street _____ City _____ State _____ Zip code _____

How long have you lived at this address? _____

Home Phone: _____ Cell Phone: _____

E-mail: _____ Are you over the age of 18? _____

Do you have reliable transportation? Yes No

Since your 16th birthday, have you been arrested or convicted of a crime? Yes No

If Yes, when? _____

A criminal conviction will not necessarily be a bar to employment. To help us evaluate your application, please describe the nature of the crime and your subsequent rehabilitation:

Employment History

(Most recent first)

Job Title:		Duties:	
Employer:			
Dates of Employment (month / year) From: _____ To: _____			
Starting Salary/Wage:	Ending Salary/Wage:	<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Temp	
Employer's Address:			
Supervisor:	May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No	Phone:	
Reason for Leaving:		Are you eligible for rehire? <input type="checkbox"/> Yes <input type="checkbox"/> No	



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Employer:			
Dates of Employment (month / year) From: To:			
Starting Salary/Wage:	Ending Salary/Wage:	<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Temp	
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Employer's Address:			
Supervisor:	May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No	Phone:	
Reason for Leaving:		Are you eligible for rehire? <input type="checkbox"/> Yes <input type="checkbox"/> No	



Education & Skills

Tell us about your formal education:

School	Name and Location	Dates Attended	Degree Received	Subjects Studied	Did you graduate?
High School					
College / University					
Tech School					
Other					

Special courses, training or experience acquired, including military experience:

List any special skills and experiences that we should consider:

Customer Service	
Other (Languages, mechanical, computer, etc.)	

Personal & Professional References

Please provide the names of three references who we may contact.

Name	Phone	Relation to Applicant



Position & Availability Information

Position Type Desired: (check one) Full-time Part-time

If hired, when can you start? _____ **Shifts are 10:30am – 4pm or 4pm – 10pm**

Please indicate when you are able to work each day of the week. Enter start time & end time to indicate availability. This will NOT necessarily represent your schedule; it just lets us know what hours & days you are available to work.

Day	Start Time	End Time	Notes
Sunday			
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			

Maximum Weekly Hours Desired: _____ **Minimum** Weekly Hours Desired: _____

Are you able to work weekends? Yes No Are you able to work late night shifts? Yes No

How did you hear about this job? _____

Do you have any physical limitations that might prevent you from fulfilling the requirements of this job?
 No Yes, if yes please describe:



Certification & Authorization

I hereby certify that all statements made in this application are true and correct to the best of my knowledge and belief. I understand that any misrepresentations or omissions of facts in this application are grounds for disqualification from further consideration or for dismissal from employment.

I authorize the company to inquire into my educational, professional and past employment history references as needed to research my qualifications for this position. I also authorize the company to conduct a background check which could include a criminal activities.

If employed, I agree to conform to the rules, regulations and policies of the company. I understand that I will be an employee "at will" and either the company or I may terminate my employment relationship at any time for any reason not in violation of the law.

I hereby acknowledge that I have read and fully understand the forgoing and seek employment under these conditions.

Signature of Applicant

Date

Equal Employment Opportunity Policy: All persons shall have the opportunity to be considered for employment without regard to their race, color, religion, national origin or ancestry, age, non-job related disability, gender, marital status, United States military service status, citizenship, or any other characteristic protected by applicable federal or state laws.