

Employment Application



PLEASE PRINT AND COMPLETE ENTIRE APPLICATION

Equal access to programs, services and employment is available to all persons. Those applicants requiring reasonable accommodation to the application and/or interview process should notify a representative of the Human Resources Department.

Position applied for: _____ Date of application: _____

Name: (Last) _____ (First) _____ (Middle Initial) _____

Address: _____

Home Telephone: _____

Other Telephone: _____

If you are under 18, and it is required, can you furnish a work permit? Yes No

If no, please explain: _____

Have you ever been employed here before? Yes No

Are you legally eligible for employment in this country? Yes No

Are you bilingual? Yes No

If yes, which languages: _____

Date available to start work: _____

Shift Preferred: First Shift Second Shift

NOTE: PREFERRED SHIFT DOES NOT GUARANTEE SHIFT PLACEMENT

Are you able to meet the attendance requirements of the position? Yes No

Do you have the ability to read a tape measure? Yes No

Have you been convicted or charged with a crime in the last seven (7) years? Yes No

If yes, please explain: _____

CONVICTION OR CHARGE WILL NOT NECESSARILY BE A BAR TO EMPLOYMENT. EACH INSTANCE WILL BE CONSIDERED IN RELATION TO THE POSITION FOR WHICH YOU ARE APPLYING.

Do you drive or have reliable transportation? Yes No

Driver's license number (if driving is an essential job function): _____ State: _____

EMPLOYMENT HISTORY:

Provide the following information for your past three employers, assignments or volunteer activities, starting with the most recent.

From:	To:	Employer:	Telephone:
Job Title:		Address:	
Immediate Supervisor (Name and Title)		Summarize the nature of work performed and job responsibilities:	
Reason for leaving:			
From:	To:	Employer:	Telephone:
Job Title:		Address:	
Immediate Supervisor (Name and Title)		Summarize the nature of work performed and job responsibilities:	
Reason for leaving:			
From:	To:	Employer:	Telephone:
Job Title:		Address:	
Immediate Supervisor (Name and Title)		Summarize the nature of work performed and job responsibilities:	
Reason for leaving:			

SKILLS AND QUALIFICATIONS:

Summarize any training, skills, licenses, or certificates that may qualify you as being able to perform job-related functions in the position for which you are applying: _____

EDUCATIONAL BACKGROUND:

Name and location:	Years completed	Did you Graduate?	Course of Study
High School:			
College:			
Other:			

REFERENCES:

Name	Telephone	Years known

I understand that if I am employed, any misrepresentation or material omission made by me on this application will be sufficient cause for cancellation of this application or immediate discharge from the employer's service, whenever it is discovered.

I give the employer the right to contact and obtain information from all references, employers, educational institutions and to otherwise verify the accuracy of the information contained in this application. I hereby release from liability the employer and its representatives for seeking, gathering and using such information and all other persons, corporations or organizations for furnishing such information.

The employer does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or excusing any applicant from consideration for employment on a basis prohibited by local, state or federal law.

This application is current for only 60 days. At the conclusion of this time, if I have not heard from the employer and still wish to be considered for employment, it will be necessary to fill out a new application.

If I am hired, I understand that I am free to resign at any time, with or without cause and without prior notice, and the employer reserves the same right to terminate my employment at any time, with or without cause and without prior notice, except as may be required by law. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that no representative of the employer, other than an authorized officer, has the authority to make any assurances to the contrary. I further understand that any such assurances must be in writing and signed by an authorized officer.

I understand it is the company's policy not to refuse to hire a qualified individual with a disability because of that person's need for a reasonable accommodation as required by the ADA.

I also understand that if I am hired, I will be required to provide proof of identity and legal work authorization.

I represent and warrant that I have read and fully understand the foregoing and seek employment under these conditions.

Signature of applicant: _____

Date: _____