



APPLICATION FOR EMPLOYMENT

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

All employees of the company are "at-will"

(PRE-EMPLOYMENT QUESTIONNAIRE) (AN EQUAL OPPORTUNITY EMPLOYER)

PERSONAL INFORMATION

Date: _____

NAME:

Last First Middle

PRESENT ADDRESS:

Street City State Zip Code

PERMANENT ADDRESS:

Street City State Zip Code

PHONE NO.:

ARE YOU OVER THE AGE OF 18 YES NO

EMAIL ADDRESS:

Are you legally authorized to work in the U.S. YES NO

EMPLOYMENT DESIRED

POSITION DATE YOU CAN START: SALARY DESIRED:

ARE YOU EMPLOYED NOW? IF SO, MAY WE INQUIRE OF YOUR PRESENT EMPLOYER?

EVER APPLIED TO THIS COMPANY BEFORE? WHERE? WHEN?

REFERRED BY:

EDUCATION	Name & Location of School	# of Years Attended	Did you Graduate?	Subjects Studied
High School				
College				
Trade Schools, etc.				

GENERAL

Types of Computers, Software Programs, or other electrical or mechanical equipment you are qualified to operate or have had experience operating:

Professional Licenses, Certifications or Registrations:

FORMER EMPLOYERS (List below last four employers starting with the most recent first)

Name & Address of Employer	Employed From - To	Salary	Position	Reason For Leaving

PROFESSIONAL REFERENCES (3)

(Provide the names of three persons not related to you whom you have known at least one year)

A professional reference is a recommendation from a person who can vouch for your qualifications for a job. A professional reference for an experienced worker could be a former employer, a client, a vendor, a supervisor, or someone else who can recommend you for employment. Recent college graduates might name professors, coaches, or other personnel who were advisors in activities. The key is picking references who have observed you acting in a productive capacity where you displayed your skills.

Name	Business Relationship	Years Acquainted	Phone Number	Email Address

Information to the Applicant:

As part of our procedure for processing your employment application, your employment references may be checked. Pre-Employment and/or post-employment drug screening may be required. If you have misrepresented or omitted facts on this application and are subsequently hired, you may be discharged from your job. You may make a written request for information derived from the checking of your references.

In Case of Emergency Contact:

Name: _____ Phone #: _____ Cell#: _____

Address: _____ Relationship: _____

Please identify addresses in the last 5 years if different from current address:

Other Names Used: (Maiden, alias, nicknames, etc.)

My signature also verifies that the information I have submitted 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. If I am offered employment after the hiring process, 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 or for any specific period of time or to make any agreement contrary to the foregoing.

Date: _____ Applicant Signature: _____