

Employment Application

APPLICANT INFORMATION				
Last Name	First	M.I.	Date	
Street Address			Apartment/Unit #	
City		State		ZIP
Phone		E-mail Address		
Date Available		Desired Salary		
Position Applied for				
Are you a citizen of the United States? YES <input type="checkbox"/> NO <input type="checkbox"/> If no, are you authorized to work in the U.S.? YES <input type="checkbox"/> NO <input type="checkbox"/>				
Have you ever worked for this company? YES <input type="checkbox"/> NO <input type="checkbox"/> If so, when?				
Have you ever been convicted of a felony? YES <input type="checkbox"/> NO <input type="checkbox"/> If yes, explain				
EDUCATION				
High School			Address	
From	To	Did you graduate?	YES <input type="checkbox"/> NO <input type="checkbox"/>	Degree
College			Address	
From	To	Did you graduate?	YES <input type="checkbox"/> NO <input type="checkbox"/>	Degree
Other			Address	
From	To	Did you graduate?	YES <input type="checkbox"/> NO <input type="checkbox"/>	Degree
SPECIAL SKILLS				
If relevant, please describe word processing speed, software knowledge, and office equipment experience.				
REFERENCES				
<i>Please list three professional references.</i>				
Full Name			Relationship	
Company			Phone ()	
Address				
Full Name			Relationship	
Company			Phone ()	
Address				
Full Name			Relationship	
Company			Phone ()	
Address				

PREVIOUS EMPLOYMENT			
Company One			
Company		Phone ()	
Address		Supervisor	
Job Title	Starting Salary	\$	Ending Salary \$
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			
Company Two			
Company		Phone ()	
Address		Supervisor	
Job Title	Starting Salary	\$	Ending Salary \$
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			
Company Three			
Company		Phone ()	
Address		Supervisor	
Job Title	Starting Salary	\$	Ending Salary \$
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			
MILITARY SERVICE			
Branch		From	To
Rank at Discharge		Type of Discharge	
If other than honorable, explain			

DISCLAIMER AND SIGNATURE

- I certify that the information contained in this application and/or my resume is complete and truthful to the best of my knowledge. I understand that to falsify information is grounds for refusal to hire or discharging me should I be hired. **I understand that my employment is terminable at will at any time by either myself or the company with or without cause. I also understand that this application represents no contractual agreement of any type.**
- Depending on the position for which I am being considered, I understand that I may be required to take skill tests/ assessments or personality tests/psychological tests or assessments. Failure to successfully pass any test/assessment may exclude me from further consideration for employment in the position for which I applied but may not disqualify me from consideration for other positions based on my qualifications and my interest. In addition, I understand that a post-offer drug test may be required for all employment consideration. A positive test will automatically disqualify me from any type of employment for any position with this company.
- I understand that as a condition of employment, all applicants are required to authorize a background check to help ensure the safety and security of the company and its employees and to verify employment history. In addition, I authorize any person, organization, school, or business listed on this application to provide any and all information with regard to my past or current association and release said entity from any and all liability for disclosing information about me. I further authorize this company to conduct a background check to investigate and verify information about me and to help determine my eligibility for employment.
- I understand that this application is considered current for thirty (30) days and, if, after that time I am still interested in employment, it will be necessary for me to reapply.
- If hired, I understand that I will be required to review, complete and execute various employment documents including but not limited to this application, I-9 and W-4. SAVE or E-Verify disclosure statements, employee handbook acknowledgment, receipt of rules, confidentiality agreement, non-compete agreement, benefit enrollment forms. Additional acknowledgments, agreements and receipts may also be required.
- I acknowledge that I have read and understand the above statements.

Signature

Date