

Prospective employees will receive consideration without discrimination because of race, creed, color, sex, age, national origin, handicap or veteran status.

<b>P E R S O N A L</b>	Last Name	First	Middle	Today's Date
	Street Address			Home Telephone (     )
	City, State, Zip			Cell Phone (     )
	Other special trainings or skills (CPR, First Aid, languages):			Social Security #

<b>E M P L O Y M E N T</b>	Position Desired:				Full Time Work		Part-Time Work	
	Availability:							
	Days:	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	
	Hours:							
	Pay Expected:		Available for overtime?			If hired, what date can you start?		
			<input type="checkbox"/> Yes <input type="checkbox"/> No					

<b>I N F O R M A T I O N</b>	Have you ever applied for employment with us? <input type="checkbox"/> Yes <input type="checkbox"/> No    If yes: Month and Year _____	
	Why are you applying for work at this company?	
	If hired, would you have a reliable means of transportation to and from work? <input type="checkbox"/> Yes <input type="checkbox"/> No	
	Are you at least 18 years old (If under 18, hire is subject to verification that you are of minimum legal age) <input type="checkbox"/> Yes <input type="checkbox"/> No	
	If hired, can you present evidence of your U.S. citizenship or proof of your legal right to live and work in this country? <input type="checkbox"/> Yes <input type="checkbox"/> No	
	Are you able to perform the essential functions of the job for which you are applying, either with or without reasonable accommodation? <input type="checkbox"/> Yes <input type="checkbox"/> No	
	Have you ever been convicted of a criminal offense (felony or misdemeanor)? (Convictions of marijuana- related offenses that are more than two years old need not be listed). <input type="checkbox"/> Yes <input type="checkbox"/> No	
Are you currently employed? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, may we contact your current employer? <input type="checkbox"/> Yes <input type="checkbox"/> No	

E D U C A T I O N	Type of School	Name and Location	Course of Study	No. of Years completed	Did you Graduate?	Degree or Diploma
	High School				<input type="checkbox"/> Yes <input type="checkbox"/> No	GED Diploma
	College				<input type="checkbox"/> Yes <input type="checkbox"/> No	
	Business/Trade/Technical				<input type="checkbox"/> Yes <input type="checkbox"/> No	
	Graduate				<input type="checkbox"/> Yes <input type="checkbox"/> No	

# PREVIOUS EMPLOYMENT

List most recent employment first:

	Company Name	Telephone (   )
	Address	Employed (State month and year) From                      To
	Name of Supervisor	Hourly Pay Start                      Last
	State Job Title and Describe your Work _____ _____	Reason for leaving

	Company Name	Telephone (   )
	Address	Employed (State month and year) From                      To
	Name of Supervisor	Hourly Pay Start                      Last
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	Address	Employed (State month and year) From                      To
	Name of Supervisor	Hourly Pay Start                      Last
	State Job Title and Describe your Work _____ _____	Reason for leaving

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1	First and Last Name:	Telephone (   )
	Address	Relationship:
	Occupation:	Years Acquainted:
2	First and Last Name:	Telephone (   )
	Address	Relationship:
	Occupation:	Years Acquainted:
3	First and Last Name:	Telephone (   )
	Address	Relationship:
	Occupation:	Years Acquainted:

**Please read Carefully, Initial Each Paragraph and Sign below**

\_\_\_\_ I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment and that the answers given by me are true and correct to the best of my knowledge. I further certify that I, the undersigned applicant, have personally completed this application. I understand that any omission or misstatement of material fact on this application or on any document used to secure employment shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery.

\_\_\_\_ I hereby authorize this company and Employer’s Guardian to thoroughly investigate my references, work record, education and other matters related to my suitability for employment and, further, authorize the references I have listed to disclose to the Company any and all letters, reports and other information related to my work records, without giving me prior notice of such disclosure. In addition, I hereby release the Company, my former employers and all other persons, corporations, partnerships, and associations from any and all claims, demands or liabilities arising out of or in any way related to such investigation or disclosure.

\_\_\_\_ I hereby authorize this company and Employer’s Guardian to thoroughly investigate my references, work record, education and other matters related to my suitability for employment and, further, authorize the release of all information obtained by Technique/Employer’s Guardian while performing Human Resources, Payroll, Workers’ compensation Administration, OSHA and other employer related duties for other organizations where the applicant may have applied for employment , interviewed for a job opportunity or been employed over the last five years. In addition, I hereby release the Company, my former employers and all other persons, corporations, partnerships and associations from any and all claims, demands or liabilities arising out of or in any way related to such investigation or disclosure.

\_\_\_\_ I understand that nothing contained in the application, or conveyed during any interview which may be granted or during my employment, if hired, is intended to create an employment contract between me and the Company. In addition, I understand and agree that if I am employed, my employment is for no definite or determinable period and may be terminated at any time, with or without prior notice, at the option of either myself or the Company, and that no promises or representations contrary to the foregoing are binding on the Company unless made in writing and signed by me and the Company’s designated representative.

\_\_\_\_ Should a search of public records (including records documenting an arrest, indictment, conviction, civil judicial action, tax lien or outstanding judgment) be conducted by internal personnel employed by the Company, I am entitled to copies of any such public records obtained by the Company unless I mark the check box below. If I am not hired as a result of such information, I am entitled to a copy of any such records even though I have checked the box below.

\_\_\_\_\_  
Applicant’s Signature

\_\_\_\_\_  
Date

\* Applications are considered active for employment consideration for 60 days. If you wish to be considered for any openings after 60 days, please submit an updated application.