

EMPLOYMENT APPLICATION

PLEASE PRINT

_____/_____/_____
First Name **M.I.** **Last Name** **Today's date:**

Street Address **Apartment #** **City** **State** **Zip Code**

Home Phone **Cell Phone** **E-Mail Address**

Emergency Contact **Home Phone** **Cell/Work Phone**

PLEASE PLACE A CHECK BY YOUR RESPONSE OR PROVIDE THE APPROPRIATE INFORMATION

Are you interested in: Full-time _____ Part-time _____ Temporary _____

What schedule would you prefer? Weekdays _____ Weekends _____ Evenings _____ Nights _____

How did you hear about the position? Internet Ad _____ Friend (Name) _____ Other _____

Desired Pay:

Hourly Pay (minimum if applicable) _____ Annual Pay (minimum) _____ Annual Pay (desired) _____

When are you able to start work? (Date) _____

In what local area do you prefer to work? _____

PLEASE CHECK YES OR NO TO THE FOLLOWING:

Are you authorized to work in the United States? Yes _____ No _____

Are you under 18 years of age? Yes _____ No _____ **If yes, can you furnish a work permit?** Yes _____ No _____

EDUCATION

NAME AND ADDRESS OF SCHOOL	MAJOR SUBJECT	YEAR GRADUATED	TYPE OF DEGREE OR DIPLOMA
HIGH SCHOOL OR PREP			
COLLEGE			
OTHER			

EMPLOYMENT HISTORY

FROM _____ /_____ MO. YR.	COMPANY NAME			YOUR POSITION and TITLE		
	NO. & STREET			SUPERVISOR'S NAME, TITLE and POSITION		
	CITY	STATE	ZIP CODE	SUPERVISOR'S TELEPHONE NUMBER		
TO _____ /_____ MO. YR.	TYPE OF BUSINESS		STARTING PAY		FINAL PAY	
			\$		\$	
	TELEPHONE NUMBER ()		TERMINATION		REASON	
		<input type="checkbox"/> VOLUNTARY				
		<input type="checkbox"/> INVOLUNTARY				
BRIEFLY DESCRIBE YOUR <u>MAJOR DUTIES</u>						

FROM _____ /_____ MO. YR.	COMPANY NAME			YOUR POSITION and TITLE		
	NO. & STREET			SUPERVISOR'S NAME, TITLE and POSITION		
	CITY	STATE	ZIP CODE	SUPERVISOR'S TELEPHONE NUMBER		
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		<input type="checkbox"/> INVOLUNTARY				
BRIEFLY DESCRIBE YOUR <u>MAJOR DUTIES</u>						

PROFESSIONAL REFERENCES

NAME	RELATIONSHIP	COMPANY	PHONE/ALTERNATE PHONE

PLEASE READ THE FOLLOWING INFORMATION CAREFULLY

IN THE LAST SEVEN (7) YEARS, HAVE YOU BEEN CONVICTED OF OR HAVE YOU PLEADED GUILTY TO ANY FELONY OR MISDEMEANOR*? (Please exclude minor traffic offenses and convictions which have been sealed, impounded, erased, expunged, or annulled)

Yes _____ No _____

If yes, please describe:

*** PLEASE NOTE:** OTHER FACTORS WILL BE TAKEN INTO ACCOUNT SUCH AS THE NATURE OF THE OFFENSE, THE TIME THAT HAS PASSED SINCE THE CONVICTION AND THE TYPE OF JOB BEING SOUGHT. FURTHER, THIS INFORMATION WILL BE USED ONLY FOR JOB-RELATED PURPOSES AND ONLY TO THE EXTENT PERMITTED BY APPLICABLE LAW.

PLEASE READ CAREFULLY BEFORE SIGNING APPLICATION

I have submitted the attached form to the company for the purpose of obtaining employment. I acknowledge that the use of this form, and my filling it out, does not indicate that any positions are open, nor does it obligate the company to further process my application.

My signature below attests to the fact that the information that I have provided on my application, resume, given verbally, or provided in any other materials, is true and complete to the best of my knowledge and also constitutes authority to verify any and all information submitted on this application. I understand that any misrepresentation or omission of any fact in my application, resume or any other materials, or during any interviews, can be justification for refusal of employment, or, if employed, termination from the Company's employ.

I understand that this application is not an employment contract for any specific length of time between the Company and me, and that in the event I am hired, my employment will be "at will" and either the Company or I can terminate my employment with or without cause and with or without notice at any time. Nothing contained in any handbook, manual, policy and the like, distributed by the Company to its employees is intended to or can create an employment contract, an offer of employment or any obligation on the Company's part. The Company may, at its sole discretion, hold in abeyance or revoke, amend or modify, abridge or change any benefit, policy practice, condition or process affecting its employees.

References: I hereby authorize the company and its agents to make such investigations and inquires into my employment and educational history and other related matters as may be necessary in arriving at an employment decision. I hereby release employers, schools, and other persons from all liability in responding to inquires connected with my application and I specifically authorize the release of information by any schools, businesses, individuals, services or other entities listed by me in this form. Furthermore, I authorize the company and its agents to release any reference information to clients who request such information for purposes of evaluating my credentials and qualifications.

Temporary/Contract Employment: If employed as a temporary or contract employee, I understand that I may be an employee of the company and not of any client. If employed, I further understand that my employment is not guaranteed for any specific time and may be terminated at any time for any reason. I further understand that a contract will exist between the company and each client to whom I may be assigned which will require the client to pay a fee to the company in the event that I accept direct employment with the client, I agree to notify the company immediately should I be offered direct employment by a client (or by referral of the client to any subsidiary or affiliated company), either for a permanent, temporary (including assignments through another agency), or consulting positions during my assignment or after my assignment has ended.

SIGNED: _____

DATE: _____