

We are an Equal Opportunity Employer. We comply with all applicable Federal, State, and local laws concerning discrimination in employment. No question in this application is intended to elicit information in violation of any such law nor will any information obtained in response to any question be used in violation of any such law.

# EMPLOYMENT APPLICATION

|                         |  |                                      |
|-------------------------|--|--------------------------------------|
| POSITION(S) APPLIED FOR |  | APPLICATION DATE                     |
| LAST NAME               | FIRST NAME   | MIDDLE INITIAL                       |
| ADDRESS                 | CITY   | STATE ZIP                            |
| TELEPHONE<br>( )        | SOCIAL SECURITY NUMBER   | DRIVERS LICENSE NO. (IF APPLICABLE)* |
| DATE AVAILABLE FOR WORK | EMPLOYMENT TYPE<br><input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Temporary <input type="checkbox"/> Seasonal <input type="checkbox"/> Co-op |                                      |

Were you previously employed by this organization?  Yes, Date(s) \_\_\_\_\_ Department/Position \_\_\_\_\_  No

List any relatives or friends working for this organization:

| NAME  | RELATIONSHIP |
|-------|--------------|
| _____ | _____        |
| _____ | _____        |

## WORK EXPERIENCE - LIST PRESENT AND FORMER EMPLOYERS BEGINNING WITH MOST RECENT

|                    |              |                               |                    |
|--------------------|--------------|-------------------------------|--------------------|
| FROM (MO./YR.)     | TO (MO./YR.) | COMPANY NAME AND ADDRESS      | TELEPHONE<br>( )   |
| LAST POSITION HELD |              | DESCRIBE YOUR WORK            |                    |
| SUPERVISOR'S NAME  |              |                               |                    |
| SUPERVISOR'S TITLE |              | LAST WAGES<br>_____ per _____ | REASON FOR LEAVING |
| FROM (MO./YR.)     | TO (MO./YR.) | COMPANY NAME AND ADDRESS      | TELEPHONE<br>( )   |
| LAST POSITION HELD |              | DESCRIBE YOUR WORK            |                    |
| SUPERVISOR'S NAME  |              |                               |                    |
| SUPERVISOR'S TITLE |              | LAST WAGES<br>_____ per _____ | REASON FOR LEAVING |
| FROM (MO./YR.)     | TO (MO./YR.) | COMPANY NAME AND ADDRESS      | TELEPHONE<br>( )   |
| LAST POSITION HELD |              | DESCRIBE YOUR WORK            |                    |
| SUPERVISOR'S NAME  |              |                               |                    |
| SUPERVISOR'S TITLE |              | LAST WAGES<br>_____ per _____ | REASON FOR LEAVING |
| FROM (MO./YR.)     | TO (MO./YR.) | COMPANY NAME AND ADDRESS      | TELEPHONE<br>( )   |
| LAST POSITION HELD |              | DESCRIBE YOUR WORK            |                    |
| SUPERVISOR'S NAME  |              |                               |                    |
| SUPERVISOR'S TITLE |              | LAST WAGES<br>_____ per _____ | REASON FOR LEAVING |

May we contact the above employers?  Yes    No   If "No", indicate which one(s) you do not wish us to contact.

|  |               |       |
|--|---------------|-------|
| Have you served an apprenticeship? <input type="checkbox"/> No <input type="checkbox"/> Yes<br>If Yes where? | TYPE OF TRADE | DATES |
|--|---------------|-------|

\* Applicable only if position for which you have applied may require driving a motor vehicle.

**SPECIAL SKILLS AND QUALIFICATIONS - MECHANICAL AND/OR TECHNICAL EXPERIENCE AND ABILITIES  
RELEVANT TO THE POSITION FOR WHICH YOU HAVE APPLIED**

**EDUCATION**

| SCHOOL      | LOCATION | NO. OF YEARS COMPLETED | DID YOU GRADUATE | COURSE OF STUDY |        |
|-------------|----------|------------------------|------------------|-----------------|--------|
|             |          |                        |                  | MAJOR           | DEGREE |
| HIGH SCHOOL |          |                        |                  |                 |        |
| COLLEGE     |          |                        |                  |                 |        |
| OTHER       |          |                        |                  |                 |        |

**REFERENCES**

| NAME AND ADDRESS | RELATIONSHIP | TELEPHONE | YEARS KNOWN |
|------------------|--------------|-----------|-------------|
|                  |              |           |             |
|                  |              |           |             |

**MISCELLANEOUS INFORMATION**

Have you been convicted of a crime in the past 7 years, excluding misdemeanors and summary offenses, which has not been annulled, expunged, or sealed by a court?  
(A conviction record will not necessarily be a bar to employment.)  Yes  No

If "Yes" please explain and describe in full detail: \_\_\_\_\_  
\_\_\_\_\_

Can you verify your legal rights to work in the U.S. by providing a birth certificate, proof of U.S. Citizenship, or by some other means?  Yes  No  
If you are under 18, are you able to furnish a work permit?  Yes  No

**APPLICANT'S CERTIFICATION — Please read carefully before signing.**

I certify that the answers given by me to the foregoing questions and the statements made by me in this application are correct and complete. I understand that, if I become employed, a misrepresentation or omission of fact in this application may result in my discharge from employment.

I authorize the Company, as part of its evaluation of my suitability for employment, to contact all school officials, references, and my previous supervisors to secure information concerning my skills, character and ability.

I further acknowledge and agree that no manager or representative of the Company has any authority to enter into any employment agreement. I understand and agree that, if I am employed, I will be an **at-will** employee and the Company may terminate my employment at any time and for any or no reason without prior notice.

APPLICANT'S SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

**DO NOT WRITE BELOW - FOR COMPANY USE ONLY**

INTERVIEW  NO  
 YES  
DATE \_\_\_\_\_ TIME \_\_\_\_\_

Acceptable for Employment?  Yes  No

DEPT. \_\_\_\_\_ CLOCK NO. \_\_\_\_\_

OCCUPATION \_\_\_\_\_ RATE \_\_\_\_\_

Interviewed By \_\_\_\_\_