

## EMPLOYMENT APPLICATION

APPLICANT INFORMATION				
Last Name:	First:	M.I	Date:	
Street Address:		Apartment/Unit #:		
City:	State:	Zip Code:		
Phone:	Email Address:			
Date Available:		Desired Salary:		
Position Applied for:				
Are you a citizen of the United States?	Yes	No	If No, are you authorized to work in U.S.?	Yes No
Have you ever worked for this company?	Yes	No		
Have you ever been convicted of a felony?	Yes	No If Yes, explain:		

EDUCATION				
<b>High School:</b>		Address:		
From:	To:	Did you graduate?	Yes	No
		Degree:		
<b>College:</b>		Address:		
From:	To:	Did you graduate?	Yes	No
		Degree:		
<b>Other:</b>		Address:		
From:	To:	Did you graduate?	Yes	No
		Degree:		

SKILLS AND QUALIFICATIONS
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Summarize any special training, skills, licenses and/or certifications that may assist you in performing the position for which you are applying:

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PREVIOUS EMPLOYMENT		
Company:	Phone No.: (       )	
Address:	Supervisor:	
Job Title:	Starting Salary: \$	Ending Salary: \$
Responsibilities:		
From:	To:	Reason for leaving
May we contact your previous supervisor for a reference?                      Yes                      No		

PREVIOUS EMPLOYMENT		
Company:		Phone No.: (        )
Address:		Supervisor:
Job Title:	Starting Salary: \$	Ending Salary: \$
Responsibilities:		
From:	To:	Reason for leaving
May we contact your previous supervisor for a reference?		Yes                  No

Company:		Phone No.: (        )
Address:		Supervisor:
Job Title:	Starting Salary: \$	Ending Salary: \$
Responsibilities:		
From:	To:	Reason for leaving
May we contact your previous supervisor for a reference?		Yes                  No

<b>APPLICANT STATEMENT</b>
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I certify that all information I have provided in order to apply for and secure work with the employer is true, complete, and correct.

I expressly authorize, without reservation, the employer, its representatives, employees or agents, to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, resume' or job interview. I hereby waive any and all rights and claims I may have regarding the employer, its agents, employees, or representatives, for seeking, gathering, and using truthful and non-defamatory information, in a lawful manner, in the employment process and all other persons, corporations or organizations for furnishing such information about me.

I understand that this employer does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or eliminating any applicant from consideration for employment on any basis prohibited by applicable local, state or federal law.

I understand that this application remains current for only 30 days. At the conclusion of time, if I have not heard from the employer and still wish to be considered for employment, it will be necessary to reapply and fill out a new application.

If I am hired, I understand that I am free to resign at any time, with or without cause and without prior notice, and the employer reserves the right to terminate my employment at any time, with or without cause and without prior notice, except as may be required by law. This application does not constitute an agreement or contract for employment for any specified period or definite duration.

I also understand that if I am hired, I will be required to provide proof of identity and legal authority to work in the United States and that federal immigration laws require me to complete an I-9 Form in this regard.

I understand that any information provided by me that is found to be false, incomplete or misrepresented in any respect, will be sufficient cause to (1) eliminate me from further consideration for employment, or (2) may result in my immediate discharge from the employer's service, whenever it is discovered.

**DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE APPLICANT STATEMENT**

I certify that I have read, fully understand and accept all terms of the foregoing Applicant Statement.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_