

APPLICATION FOR EMPLOYMENT

An Equal Opportunity/Affirmative Action Employer

If you need assistance in completing the employment application, please inquire at the personnel office. Furthermore, this employer conducts pre-employment qualification testing and personal interviews in the application process. If you believe you will require reasonable accommodation (e.g., interpreter, TDD, scheduling adjustments) for pre-employment testing or a personal interview, you must notify the personnel office at least 24 hours prior to the scheduled test or interview.

PERSONAL DATA

(Last Name) (First Name) (Initial)

(Street Address, RFD, or P.O. Box)

(City) (State) (Zip Code)

Phone Number: () Social Security Number:

Position(s) Applied For:

When would you be available to start work?

Check each type of work you will accept: ☐ Regular ☐ Temporary ☐ Part time ☐ Full time

Have you filed an application here before? ☐ Yes ☐ No If yes, date:

Have you ever been employed here before? ☐ Yes ☐ No If yes, date(s):

Are you or your spouse related to any officer or employee of this employer? ☐ Yes ☐ No

Minimum Acceptable Salary: \$ per (e.g., per week, month, year, etc.)

EDUCATION AND TRAINING:

Name of Schools Attended and Location	Dates Attended From To	Average Grades	Major Field	Degree Received

REFERENCES:

List three persons not related to you who are qualified to describe your capabilities for the position you seek.

Name	Address	Phone	Occupation

I hereby authorize this employer to review and obtain my employment records from all of the employers listed above.

I certify that the statements and information contained herein are true, complete, and correct to the best of my knowledge, and I authorize any former employer to release to this employer or its authorized representative any and all employment records and other information it may have about my employment. I understand that the information will be used for the purpose of evaluating my application for employment and that I am responsible for providing legal documents verifying my identity and eligibility for employment. In addition, I understand that, if selected for an interview, true copies of all degrees, certificates, or licenses listed on this application will be required before an employment decision can be made. A photocopy of this authorization shall be as valid as the original.

I understand and agree that any offer of employment will be contingent upon my satisfactorily passing a drug and alcohol test. Further, I understand and agree that, if hired, my employment is for no definite period and may, regardless of the date of payment of my wages and salary, be terminated at any time, and that intentional misrepresentation on my application or during the interview process will subject me to immediate discharge.

I also understand that only written representations and promises of this employer will be enforceable.

Signature of Applicant: _____

Date: _____