



APPLICATION FOR EMPLOYMENT



If you need a reasonable accommodation in order to complete this application form, please notify Human Resources.

All questions must be answered completely. A resume may be attached to the application form, but does not take the place of the information requested in the application form.

PERSONAL INFORMATION

Name (Last, First)		Phone Number			Email Address	
Present Address	Street / Apt. No.	City	State	Zip Code	Cell Phone Number	
Permanent Address (if different)	Street / Apt. No.	City	State	Zip Code	Language(s) Spoken:	Bilingual: <input type="checkbox"/> Yes <input type="checkbox"/> No
Are you 18 years of age or older? <input type="checkbox"/> Yes <input type="checkbox"/> No		After employment, can you provide proof that you are legally permitted to work in the U.S.? <input type="checkbox"/> Yes <input type="checkbox"/> No				

EMPLOYMENT DESIRED

Position	Date you can start:	Salary Desired:	Available to work (check all that apply)			
			<input type="checkbox"/> Full-time	<input type="checkbox"/> Part-time	<input type="checkbox"/> Day Shift	<input type="checkbox"/> Swing Shift <input type="checkbox"/> Night Shift
Have you ever worked for us before? <input type="checkbox"/> Yes <input type="checkbox"/> No			Name of last supervisor at our Company _____			
Where? _____			Are you employed now? <input type="checkbox"/> Yes <input type="checkbox"/> No			
When? _____			If so, may we inquire of your present employer? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Exact reason(s) for leaving? _____			Who referred you to our Company? _____			

FORMER EMPLOYERS - List former employers, starting with the most recent. Attach additional sheet if necessary.

	Starting date month/year	Leaving Date month/year	Starting salary	Final salary	Job Title	Name/Title of immediate supervisor. May we contact?	Description of work	Termination voluntary or involuntary?
Name and address of present or most recent employer								
Exact reason(s) for leaving								
Name and address of former employer								
Exact reason(s) for leaving								
Name and address of former employer								
Exact reason(s) for leaving								

EDUCATION

High School(s)	Location	No. of years attended	Did you graduate? <input type="checkbox"/> Yes <input type="checkbox"/> No	Major/minor studied
College	Location	No. of years attended	Did you graduate? <input type="checkbox"/> Yes <input type="checkbox"/> No	Major/minor studied
Graduate School	Location	No. of years attended	Did you graduate? <input type="checkbox"/> Yes <input type="checkbox"/> No	Major/minor studied
Trade, business or correspondence school(s)	Location	No. of years attended	Did you graduate? <input type="checkbox"/> Yes <input type="checkbox"/> No	Major/minor studied

MILITARY SERVICE

Describe any military service skills that may be relevant to the job you are applying for:

PERFORMANCE OF JOB-RELATED FUNCTIONS

Are you able to perform the essential functions of the job for which You are applying with or without accommodation? Yes No

CRIMINAL HISTORY – A conviction (felonies or serious misdemeanors) will not necessarily disqualify an applicant.

Have you ever been convicted of a criminal offense (felony or serious misdemeanor)?* Yes No

Explain fully each conviction (and guilty or nolo contendere plea)

*Do not identify marijuana-related misdemeanor convictions occurring more than two years ago or convictions for which the criminal record has been expunged, sealed or eradicated by the court, or misdemeanor convictions for which any probation has been completed and the case dismissed by the court.

REFERENCES - Please give names of three persons not related to you whom you have known at least one year, and include at least two past or present supervisors.

Name	Address	Phone	Years Acquainted
1.			
2.			
3.			

AUTHORIZATION – Important please read carefully and initial each paragraph before signing.**INITIAL**

- ___ "I declare under penalty and perjury that the information contained in this application and any resume or other documentation submitted is true and complete to the best of my knowledge."
 ___ "I understand that any false information or significant omissions will disqualify me from further consideration for employment, and will be justification for my dismissal from employment, if discovered at a later date".
 ___ I agree to immediately notify the Company if I should be convicted of any crime while my job application is pending or during my period of employment, if hired
 ___ "I give permission for a pre-employment drug screening exam."
 ___ "I give permission for a complete employment background check."
 ___ "I understand that after being offered employment I (May/will) be required to take a physical and mental examination. I consent to the release of any and all medical information and records that the examining physician requests.
 ___ "I understand that, if hired, I may be required to sign a company arbitration agreement."
 ___ "I understand that, if hired, I may not hold other employment unless given permission in writing by the by the Company."

Signature of Applicant

Date

AGREEMENT FOR AT-WILL EMPLOYMENT

- ___ "I understand and acknowledge that my employment will be at-will, and may be terminated with or without cause and with or without notice, at any time at the option of myself or the Company. Only the President of the Company has the authority to enter into an employment agreement for a specified period of time or for the termination only for cause, and any such agreement must be in writing. Except to the extent I am covered by such a written agreement, I understand and acknowledge that this constitutes the entire agreement between me and the Company regarding the term of my employment and supercedes any other oral or written agreement.

COMPLIANCE WITH RULES

- ___ "If I become employed, in consideration of my employment, I understand that I must comply with the rules, regulations, policies and procedures of the Company."

RELEASE

- ___ "I authorize the investigation of all statements contained in the Employment Application Form (and accompanying resume, if any) and further authorize any person, school, current employer (except as expressly Noted), past employer(s), and organizations named in the Employment Application Form (and accompanying resume, if any) to provide the Company with records, information, and opinion that may be useful in making a hiring decision. I release all informants from all liability for any damage that may result from furnishing information and opinion (which is truthful or made in good faith) to the Company."