



Last Name: _____ First Name: _____

PRE-EMPLOYMENT APPLICATION

Our company is an equal opportunity employer and will consider all applicants for all positions equally without regard to their race, sex, age, color, religion, creed, national origin, veteran status, genetic predisposition, carrier status, or non-disqualifying disability.

This application will be given every consideration, but its receipt does not imply that the applicant will be employed. Each question should be answered in a complete and accurate manner as no action can be taken on this application until all questions have been fully and completely answered.

PERSONAL:

Date: ____/____/____

Name: _____
Last First Middle

Phone: (____) _____

Present Address: _____
No. Street City State Zip

Are you over 18? Yes ____ No ____

Are you a citizen of the United States or do you have the legal right to be employed in the United States? Yes ____ No ____

Have you ever been convicted of any crime (excluding minor traffic violations) including driving under the influence of alcohol or drugs? Yes ____ No ____

If yes, state the offense. Location, date and disposition: _____

NOTE: A conviction will not necessarily disqualify you from employment.

Do you have the ability, with or without reasonable accommodations, to work overtime or to travel if travel and/or overtime are required by the job for which you are applying? Yes ____ No ____

If no, please explain: _____

Drivers License: State _____ Type _____ Currently Valid Yes ____ No ____

EMPLOYMENT DESIRED

Are you seeking: Full-time Part-time temporary or summer employment?

Position Applied for: _____ Salary Desired: _____ Date Available to Start: _____

Have you ever applied to our company before? Yes ____ No ____

Have you ever worked for our company before? Yes ____ No ____

If your answer to either of the above questions is yes, state when and where you applied and/or worked.

How did you learn of our company and/or position? _____

Last Name: _____ First Name: _____

What hours are you available to work? _____

EDUCATION:

Name, Address, and Location	Graduate?	Courses Studied
High School/GED	Yes ___ No ___	Diploma
College	Yes ___ No ___	Diploma
Trade School	Yes ___ No ___	Diploma
Subjects of special study/research work or special training/skills: _____		

WORK HISTORY:

List names of employers in consecutive order with most recent employer listed first. If self-employed, give firm names and supply business references. **Do not reference your resume. Please give month and year.**

Name of Employer Address City, State, Zip Code		Name and Title of Last Supervisor	Dates Employed		Pay	
Telephone Area Code ()			Nature of Business:	From Mo	To: Mo	Starting \$ _____
Title			Year	Year	Ending \$ _____	
Duties:		Reason for Leaving:				

Name of Employer Address City, State, Zip Code		Name and Title of Last Supervisor	Dates Employed		Pay	
Telephone Area Code ()			Nature of Business:	From Mo	To: Mo	Starting \$ _____
Title			Year	Year	Ending \$ _____	
Duties:		Reason for Leaving:				

Name of Employer Address City, State, Zip Code		Name and Title of Last Supervisor	Dates Employed		Pay	
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Title			Year	Year	Ending \$ _____	
Duties:		Reason for Leaving:				

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MILITARY:

Have you ever served in the military? Yes ____ No ____

Were you honorably discharged? Yes ____ No ____

(A less than honorable discharge will not automatically disqualify you from being hired.)

Service Branch _____ Date Entered _____

Date Separated _____ Final Rank _____

BUSINESS REFERENCES: Please provide 3 (three) business references of past supervisor's and their telephone numbers.

Name	Title	Company	Phone

AFFIDAVIT:

I certify that my answers to the foregoing questions are true and correct without any consequential omissions of any kind whatsoever. I understand that if I am employed, any false, misleading or otherwise incorrect statements made on this application form or during any interviews may be grounds for revocation of an offer of employment or my immediate discharge, regardless of when the false or misleading statement is discovered.

I hereby authorize the Company to contact any company and individual it deems appropriate to investigate my employment history, character and qualifications and I give my full and complete consent to their revealing any and all information they wish as a result of this investigation. In addition, I hereby waive my right to bring any cause of action against these individuals for defamation, invasion of privacy, or any other reason because of their statements.

I agree that, if I am employed, I will abide by all the rules and regulations of the company, and that I will, at the beginning of my employment and from time to time thereafter, take whatever steps are necessary to make sure that I have been properly advised of these rules and regulations. I understand that the taking of drug and alcohol tests, when given pursuant to company policy, are a condition of continued employment and refusal to take such tests when asked will be grounds for my immediate termination.

I hereby understand and acknowledge that, if hired, I will be an employee "at will". This means that I may resign at any time and the Employer may discharge me at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization.

Signature: _____

Date: ____/____/____