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## APPLICATION FOR EMPLOYMENT

*Please Fill Out All Portions of This Application* \_\_\_\_\_ **DATE**

### PERSONAL INFORMATION

Name: \_\_\_\_\_  

Last
First
Middle

Address: \_\_\_\_\_ City: \_\_\_\_\_  
 \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_

### AVAILABILITY

Date Available to Work: \_\_\_\_\_ Employment Type Desired:  Full Time  Part Time  Temporary

Hours Willing to Work per Week: \_\_\_\_\_ Hours/Days Unable to Work: \_\_\_\_\_

Are You a US Citizen?  Yes  No \_\_\_\_\_

Are you at least 18 years old?  Yes  No (Answer Next Question)

If No, Are You at Least 16 Years Old?  Yes  No      If No, Do You Have a Valid Work Permit?  Yes  No

Have you ever been convicted of a crime?  No  Yes (Misdemeanor)  Yes (Felony)

If yes, in the space below please specify all convictions and specify the crime.

### TRAINING AND EDUCATION *Please Complete All Information That Applies*

	Name of School	Area of Study	Graduation Date	Degree
High School				
Vocational School				
College/University				
Other Training				

**WORK HISTORY**

Name of Employer: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_ Zip: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_

Job Title: \_\_\_\_\_

Rate of Pay: \_\_\_\_\_

Hire Date: \_\_\_\_\_ Separation Date: \_\_\_\_\_

Reason For Separation: \_\_\_\_\_

May We Contact This Employer? \_\_\_ Yes \_\_\_ No

Name of Employer: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_ Zip: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_

Job Title: \_\_\_\_\_

Rate of Pay: \_\_\_\_\_

Hire Date: \_\_\_\_\_ Separation Date: \_\_\_\_\_

Reason For Separation: \_\_\_\_\_

May We Contact This Employer? \_\_\_ Yes \_\_\_ No

Name of Employer: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_ Zip: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_

Job Title: \_\_\_\_\_

Rate of Pay: \_\_\_\_\_

Hire Date: \_\_\_\_\_ Separation Date: \_\_\_\_\_

Reason For Separation: \_\_\_\_\_

May We Contact This Employer? \_\_\_ Yes \_\_\_ No

**DRIVING RECORD FOR PAST 3 YEARS** *Employees Could be Asked to Take a Delivery. Complete Information that Applies.*

Do You Have a Valid Driver's License? \_\_\_ Yes \_\_\_ No

If Yes, Please Provide the Following Information:

State: \_\_\_\_\_ License Number: \_\_\_\_\_ Type: \_\_\_\_\_ Exp Date: \_\_\_\_\_

May We Check Your Driving Record? \_\_\_ Yes \_\_\_ No

Date of Birth: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

Have You Had Any Accidents During the Last 3 Years? \_\_\_ Yes \_\_\_ No If Yes, How Many? \_\_\_\_\_

Have You Had Any Moving Violations During the Last 3 Years? \_\_\_ Yes \_\_\_ No If Yes, How Many? \_\_\_\_\_

## PERSONAL REFERENCES

List Three Persons, Not Related To You, Whom You Have Known At Least One Year.

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
Years Known: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
Years Known: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
Years Known: \_\_\_\_\_

May We Contact Your References?  Yes  No

## CERTIFICATION

I certify that all information provided by me is true, accurate and complete. I understand that falsification, misrepresentation, or omission of fact on this application or any other accompanying or required documents will be cause for denial of employment or immediate termination of employment, regardless of how or when it is discovered.

I authorize the investigation of all statements and information contained in this application. I release from all liability anyone supplying information, and I also release the employer from all liability that might result from conducting an investigation.

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

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

**Please give us a little more information about you**

**Are you interested in a specific position or job opening? If so, which one and why?**

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**Why are you seeking a new position?**

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**What kind of work/tasks do you most enjoy?**

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**Describe your ideal work environment.**

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**Is there anything else you would like us to know about you?**

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**Please feel free to attach a resume. Thank you for your interest and time.**