



APPLICATION FOR EMPLOYMENT Page 1 of 2

We are committed to a policy of Equal Employment Opportunity and will not discriminate on any legally recognized basis, including but not limited to, race, age, color, religion, sex, marital status, national origin, citizenship, ancestry, physical or mental disability or veteran status.

PERSONAL BACKGROUND

Name _____
Last First Middle

Present address _____
Street City State Zip

Permanent address _____
Street City State Zip

Phone: _____ Email address: _____

Referred by: _____ Position applying for: _____

Desired hours per week: _____

Are you presently employed? Y / N _____ Where? _____

If so, may we inquire of your present employer? Y / N _____

Date you can start: _____ Salary desired: _____ / hr

Days/times you can work: _____

If driving is a requirement of the job for which you are applying, do you have a valid driver's license? Y / N _____

If you are a minor, can you produce the work certificate necessary to obtain employment? Y / N _____

Have you ever been convicted of a felony? Y / N _____

EDUCATIONAL BACKGROUND

Name/location of High School _____

Currently enrolled? Y / N _____ Did you graduate? Y / N _____ Year of graduation _____

Name/Location of college _____

Currently enrolled? Y / N _____ Did you graduate? Y / N _____ Year of graduation _____

Other education _____

SPECIALIZED SKILLS (i.e., computer programming/software, foreign language fluency, culinary knowledge)



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WORK EXPERIENCE

Please list below your last three employers, starting with your present or last place of employment. You may include any verifiable work performed on a volunteer basis, internship or military service.

1.) Company name _____ City, State _____
Supervisor name: _____ Phone _____
Position(s): _____ From mo/yr: _____ To mo/yr: _____ Salary _____
Reason for leaving _____

2.) Company name _____ City, State _____
Supervisor name: _____ Phone _____
Position(s): _____ From mo/yr: _____ To mo/yr: _____ Salary _____
Reason for leaving _____

3.) Company name _____ City, State _____
Supervisor name: _____ Phone _____
Position(s): _____ From mo/yr: _____ To mo/yr: _____ Salary _____
Reason for leaving _____

PROFESSIONAL REFERENCES

Give the names of two additional work-related references whom we may contact. Please do not list relatives. Individuals with no prior work experience may list school- or volunteer- related references.

Name _____ Relationship _____ Company _____
E-mail _____ Phone _____
Name _____ Relationship _____ Company _____
E-mail _____ Phone _____

APPLICANT'S STATEMENT

By signing this application, I understand that if hired by the company, I will be an employee at will. This means my employment with the company may be terminated at any time at the option of the company or me. I also understand that neither this application nor any communication by a management representative is intended to create or does in fact create a contract of employment.

I agree to conform to the rules and regulations of the company, and I understand that the company has complete discretion to modify such rules and regulations at any time, except that it will not modify its policy of employment at will.

The above information is complete and true to the best of my knowledge. I understand that any misrepresentation or omission on my part of the facts in this application may result in immediate dismissal.

I hereby authorize you to conduct any investigation necessary concerning any part of my background related to the position I am seeking. I release all parties from any liability in connection with the provision and use of such information.

Applicant's Signature: _____ Date: _____