



**EMPLOYMENT APPLICATION**

First and Last Name: \_\_\_\_\_ Social Security #: \_\_\_\_\_  
*Please provide a photocopy*

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

Home Phone: \_\_\_\_\_ Cell Phone or Alternate: \_\_\_\_\_

How long have you been at your present address?

Do you have a valid driver's license? \_\_\_\_\_ DL#: \_\_\_\_\_ State: \_\_\_\_\_  
*Please provide a photocopy*

Do you have valid commercial driver's license? \_\_\_\_\_ DL#: \_\_\_\_\_ State: \_\_\_\_\_  
*Please provide a photocopy*

Can you provide proof that you are legally entitled to work in the United States? Yes or No

Will you submit to a pre-employment drug screening at company expense? Yes or No

Languages spoken/written/read:

How were you referred to us?

Education	Name & Location	Course of Study	Degree Earned
High School			
College			
Post Graduate			

Position desired: \_\_\_\_\_ Date Available: \_\_\_\_\_ Desired pay rate: \_\_\_\_\_

Circle all that apply: Full Time Part Time Temporary Occasional Overtime: Yes or No

Have you ever been convicted of a felony or misdemeanor? Yes or No  
 (conviction will not necessarily disqualify you from obtaining employment)

Please list any **professional certificates** you have earned, **professional organizations** to which you belong, specific **equipment** or **software** that you can operate, or **any other skills** that you would bring into our company.

- 
- 
- 
- 

- 
- 
- 
-

## EMPLOYMENT HISTORY

Please complete employment starting with present or last position. For positions held more than ten years ago, a date need not be provided. Attach additional sheets if necessary.

<b><i>Firm Name:</i></b>		<b><i>Position:</i></b>
<b><i>Address:</i></b>	<b><i>City:</i></b>	<b><i>State:</i></b>
<b><i>Supervisor:</i></b>	<b><i>Phone:</i></b>	
<b><i>Duties included in your position:</i></b>		
<b><i>Dates for job starting and ending:</i></b>		<b><i>Wages:</i></b>
<b><i>Reason for leaving:</i></b>		

<b><i>Firm Name:</i></b>		<b><i>Position:</i></b>
<b><i>Address:</i></b>	<b><i>City:</i></b>	<b><i>State:</i></b>
<b><i>Supervisor:</i></b>	<b><i>Phone:</i></b>	
<b><i>Duties included in your position:</i></b>		
<b><i>Dates for job starting and ending:</i></b>		<b><i>Wages:</i></b>
<b><i>Reason for leaving:</i></b>		

<b><i>Firm Name:</i></b>		<b><i>Position:</i></b>
<b><i>Address:</i></b>	<b><i>City:</i></b>	<b><i>State:</i></b>
<b><i>Supervisor:</i></b>	<b><i>Phone:</i></b>	
<b><i>Duties included in your position:</i></b>		
<b><i>Dates for job starting and ending:</i></b>		<b><i>Wages:</i></b>
<b><i>Reason for leaving:</i></b>		

**REFERENCES**

May we contact your present employee (circle one)    Yes    No

Please list three professional references with whom you have worked or been employed.

<i>Name:</i>	<i>Phone:</i>	<i>Title:</i>

*Thank you for filling out this form completely. We will be in contact with you within the week after receiving this form at our office in order to set up an interview with you.*

I certify the information I have given on this application is **true and complete**; and understand, should I be hired, and misrepresentation or omission of pertinent information may result in my discharge at any time.

I hereby attest, under penalty of perjury that **I am lawfully permitted to work in the United States**. I understand that, if the Company makes an offer of employment, I will be required to present satisfactory documentation of personal identity and employability before I am hired.

I hereby authorize the company to **investigate my records** with employers, schools, organizations, references and creditors and, where deemed necessary, to obtain a consumer credit report as defined in Section 603(d) of the Fair Credit Reporting Act. I understand that should employment be denied based upon information contained in a consumer report obtained from a consumer-reporting agency. The company will supply the name and address of the consumer-reporting agency.

If hired, **I agree to abide by the policies, procedures and expectations of the Company** and understand that my employment is “at will” and can be terminated by the company or me at any time with or without cause subject only to applicable requirements of the law.

Nothing herein or during my employment shall be considered an employment contract and I understand no party has authority to vary the foregoing conditions, with the sole exception of written variances signed by the President of the Company.

**Signature:** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_

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