

Please read before completing this application: This agency does not discriminate in the recruitment, hiring, and conditions of employment on the basis of race, color, religion, national origin, sex, marital status, disability, age, or veteran status. No question on this application is intended to secure information to be used in a discriminatory manner. The completed application will be reviewed carefully, but its receipt does not imply that you will be employed. Employment consideration necessitates that you meet all minimum qualifications required of the position for which you are applying.

Please answer all questions completely.

Personal Information

Name: _____ Date: _____
Last First M.I.

Address: _____
Street City State Zip

Home Telephone: _____ Daytime Telephone: _____

Social Security Number _____

General Information

Applying for position as: _____ Salary Requirement _____

1. Can you furnish proof that you are eighteen (18) years of age? Yes
 No
2. Are you legally eligible to work in the United States? Yes
 No
3. If hired, what days of the week and hours are you able to work?

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4. Are you facing any unresolved criminal charges? Yes
 No

5. If yes, please explain: _____

6. Have you ever plead guilty or been convicted of a criminal offense?

7. Yes No Yes
7. Do you have a valid drivers license? Yes
- No
8. Have you ever been involuntarily discharged or asked to resign from a position?
9. Yes No
- If yes please explain: _____
- Are there any reasons why you would be unable to perform, or to perform safely, any of the duties of the position for which you are applying?
- Yes No

Educational Information

Highest Grade Completed (Please circle one) 1 2 3 4 5 6 7 8 9 10 11 12

College Attended: _____ Type of Program or

Major: _____

College Attended: _____ Type of Program or

Major: _____

Trade, Business, Night School: _____ Type of Program or

Major: _____

Highest Degree, Diploma, or Certificate

Received: _____

License or Certification Number: _____ Expiration

Date: _____

Reference Information

List at least three individuals who are not former employers or relatives:

<u>Name</u>	<u>Address</u>	<u>City, State, Zip</u>	<u>Telephone</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Employment Information

Please list present and former employers. List the most recent first.

May we contact your current employer? ___ Yes ___ No

Employer Name: _____ Date of

Employment: _____ to _____

Address/City/State/

Zip: _____

Job Title and

Duties: _____

Supervisor Name and

Telephone: _____

Reason for

Leaving: _____

Employer Name: _____ Date of

Employment: _____ to _____

Address/City/State/

Zip: _____

Job Title and

Duties: _____

Supervisor Name and

Telephone: _____

Reason for

Leaving: _____

Employer Name: _____ Date of

Employment: _____ to _____

Address/City/State/

Zip: _____

Job Title and

Duties: _____

Supervisor Name and

Telephone: _____

Reason for

Leaving: _____

PLEASE READ CAREFULLY BEFORE SIGNING

By signing below, I confirm that the information I have provided in this application is complete and accurate to my knowledge and subject verification by this company. I understand that any false information or deleting any information would disqualify me from consideration for employment and may be justification for my dismissal from employment if discovered following my hire date.

I grant permission for the Company to contact my former employers and the individuals I listed as references in this application, and if I so indicated on the application, I grant permission for the company to contact my present employer. I authorize the schools, persons, previous employers, and other organizations named in this application to provide this company, it's authorized employees, agents or representatives, with any relevant information that may be required to arrive at an employment decision, and hear by release any such schools, persons, employers, agencies, and organizations from any and all liability which may otherwise incur as a result.

I understand that this application does not constitute a contract of employment.

In the event that I am employed, I understand that all employees are subject to termination at the discretion of the company. If, in the event I choose to voluntarily terminate my employment, I am free to do so at any time, and if I choose to give the proper notice of termination, the Company may either permit me to continue my employment during the notice period or may accept my registration immediately.

I understand that, if employed by the Company, my compensation, hours of employment, and all other terms and conditions of employment are subject to modification or change by the company at any time in the Company's sole discretion.

I authorize the Company to supply my employment record, in whole or in part, and in confidence to any prospective employer, government agency, or other party, with a legal and proper interest.

I understand that completion of this form does not guarantee me status as an applicant or any consideration for employment unless I meet all stated minimum qualifications required of the position for which I am asking to be considered.

I will immediately notify the company should I be convicted of a felony or any crime that involves dishonesty or a breach of trust while my employment application is being processed or during my employment if hired.

I understand this is a conditional hire pending the results of a criminal history and background check (if applicable) and reference checks. I have read the above statement and accept the same as a condition of my employment with the Company, if I am hired.

Applicant's Signature

Date