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## APPLICATION FOR EMPLOYMENT

DATE \_\_\_\_\_

Name \_\_\_\_\_  
Last                      First                      Middle                      Maiden

Present address \_\_\_\_\_  
Number                      Street                      City                      State                      Zip

How long \_\_\_\_\_ Social Security No. \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Telephone (\_\_\_\_) \_\_\_\_\_

If under 18, please list age \_\_\_\_\_

Position applied for (1) \_\_\_\_\_  
 and salary desired (2) \_\_\_\_\_  
 (Be specific)

Days/hours available to work  
 No Pref \_\_\_\_ Thur \_\_\_\_  
 Mon \_\_\_\_ Fri \_\_\_\_  
 Tue \_\_\_\_ Sat \_\_\_\_  
 Wed \_\_\_\_ Sun \_\_\_\_

How many hours can you work weekly? \_\_\_\_\_ Can you work nights? \_\_\_\_\_

Employment desired  FULL-TIME ONLY  PART-TIME ONLY  FULL- OR PART-TIME

When available for work? \_\_\_\_\_

| TYPE OF SCHOOL       | NAME OF SCHOOL | LOCATION (Complete mailing address) | NUMBER OF YEARS COMPLETED | MAJOR & DEGREE |
|----------------------|----------------|-------------------------------------|---------------------------|----------------|
| High School          |                |                                     |                           |                |
| College              |                |                                     |                           |                |
| Bus. or Trade School |                |                                     |                           |                |
| Professional School  |                |                                     |                           |                |

**HAVE YOU EVER BEEN CONVICTED OF A CRIME?**       No       Yes

If yes, explain number of conviction(s), nature of offense(s) leading to conviction(s), how recently such offense(s) was/were committed, sentence(s) imposed, and type(s) of rehabilitation. \_\_\_\_\_

**DO YOU HAVE A DRIVER'S LICENSE?**       Yes    No

Driver's license number \_\_\_\_\_ State of issue \_\_\_\_\_

Operator    Commercial (CDL)    Chauffeur

Expiration date \_\_\_\_\_

Have you had any accidents during the past three years?      How many? \_\_\_\_\_

Have you had any moving violations during the past three years?      How Many? \_\_\_\_\_

OFFICE  
ONLY

Typing    Yes      \_\_\_\_\_ WPM  
           No      \_\_\_\_\_ WPM

Yes      Word  
10-key       No

Yes      Processing       No

Personal    Yes      PC        
Computer  No      Mac     

Other \_\_\_\_\_  
Skills \_\_\_\_\_

**Please list two references other than relatives or previous employers.**

Name \_\_\_\_\_

Name \_\_\_\_\_

Position \_\_\_\_\_

Position \_\_\_\_\_

Company \_\_\_\_\_

Company \_\_\_\_\_

Address \_\_\_\_\_

Address \_\_\_\_\_

Telephone ( ) \_\_\_\_\_

Telephone ( ) \_\_\_\_\_

**MILITARY**

**HAVE YOU EVER BEEN IN THE ARMED FORCES?**       Yes    No

**ARE YOU NOW A MEMBER OF THE NATIONAL GUARD?**       Yes    No

Specialty \_\_\_\_\_ Date Entered \_\_\_\_\_ Discharge Date \_\_\_\_\_

Work  
Experience

**Please list your work experience for the beginning with your most recent job held.**  
**If you were self-employed, give firm name.** Attach additional sheets if necessary.

|   |                                |                          |                              |
|---|--------------------------------|--------------------------|------------------------------|
| <b>Name of employer</b><br><b>Address</b><br><b>City, State, Zip Code</b><br><b>Phone number</b>                                      | <b>Name of last supervisor</b> | <b>Employment dates</b>  | <b>Pay or salary</b>         |
|   |                                | <b>From</b><br><b>To</b> | <b>Start</b><br><b>Final</b> |
|   | <b>Your last job title</b>     |                          |                              |
| <b>Reason for leaving (be specific)</b>   |                                |                          |                              |
| <b>List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.</b> |                                |                          |                              |

|   |                                |                          |                              |
|---|--------------------------------|--------------------------|------------------------------|
| <b>Name of employer</b><br><b>Address</b><br><b>City, State, Zip Code</b><br><b>Phone number</b>                                      | <b>Name of last supervisor</b> | <b>Employment dates</b>  | <b>Pay or salary</b>         |
|   |                                | <b>From</b><br><b>To</b> | <b>Start</b><br><b>Final</b> |
|   | <b>Your Last Job Title</b>     |                          |                              |
| <b>Reason for leaving (be specific)</b>   |                                |                          |                              |
| <b>List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.</b> |                                |                          |                              |

|   |                                |                         |                      |
|---|--------------------------------|-------------------------|----------------------|
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|   | <b>Your last job title</b>     |                         |                      |
| <b>Reason for leaving (be specific)</b>   |                                |                         |                      |
| <b>List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.</b> |                                |                         |                      |

**Did you complete this application yourself**  **Yes**  **No**

**If not, who did?** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

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**PLEASE READ CAREFULLY**

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**APPLICATION FORM WAIVER**

In exchange for the consideration of my job application by \_\_\_\_\_ (hereinafter called "the Company"), I agree that:

Neither the acceptance of this application nor the subsequent entry into any type of employment relationship, either in the position applied for or any other position, and regardless of the contents of employee handbooks, personnel manuals, benefit plans, policy statements, and the like as they may exist from time to time, or other Company practices, shall serve to create an actual or implied contract of employment, or to confer any right to remain an employee of \_\_\_\_\_, or otherwise to change in any respect the employment-at-will relationship between it and the undersigned, and that relationship cannot be altered except by a written instrument signed by the President /General Manager of the Company. Both the undersigned and \_\_\_\_\_ may end the employment relationship at any time, without specified notice or reason. If employed, I understand that the Company may unilaterally change or revise their benefits, policies and procedures and such changes may include reduction in benefits.

I authorize investigation of all statements contained in this application. I understand that the misrepresentation or omission of facts called for is cause for dismissal at any time without any previous notice. I hereby give the Company permission to contact schools, previous employers (unless otherwise indicated), references, and others, and hereby release the Company from any liability as a result of such contract.

I also understand that (1) the Company has a drug and alcohol policy that provides for preemployment testing as well as testing after employment; (2) consent to and compliance with such policy is a condition of my employment; and (3) continued employment is based on the successful passing of testing under such policy. I further understand that continued employment may be based on the successful passing of job-related physical examinations.

I understand that, in connection with the routine processing of your employment application, the Company may request from a consumer reporting agency an investigative consumer report including information as to my credit records, character, general reputation, personal characteristics, and mode of living. Upon written request from me, the Company, will provide me with additional information concerning the nature and scope of any such report requested by it, as required by the Fair Credit Reporting Act.

I further understand that my employment with the Company shall be probationary for a period of sixty (60) days, and further that at any time during the probationary period or thereafter, my employment relation with the Company is terminable at will for any reason by either party.

**Signature of applicant** \_\_\_\_\_ **Date:** \_\_\_\_\_

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This Company is an equal employment opportunity employer. We adhere to a policy of making employment decisions without regard to race, color, religion, sex, sexual orientation, national origin, citizenship, age or disability. We assure you that your opportunity for employment with this Company depends solely on your qualifications.

Thank you for completing this application form and for your interest in our business.