

**Employment Application Form** Page 1 of 4  
We are an Equal Opportunity employer. This application is valid for 60 days.

**Instructions (Please Read):** Please read carefully, write clearly, and answer all questions completely. Only candidates that fully complete all sections of this application will be considered for employment, although responding to any questions marked as being *voluntary* is optional. Not all applicants will be interviewed; only those interviewed will receive a response back. If you require any accommodation(s) during your employment interview, please request such in advance of the interview.

**1 Applicant Information**

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
LAST NAME FIRST NAME MIDDLE NAME

Address: \_\_\_\_\_  
NUMBER STREET CITY STATE ZIP CODE

How long have you lived at the above address: \_\_\_\_\_

Primary Personal Phone No: \_\_\_\_\_ Email Address: \_\_\_\_\_

For what position are you applying: \_\_\_\_\_ Date available: \_\_\_\_\_

Work Hours Desired: \_\_\_\_\_ Check all that apply:  Full Time  Part Time  Temp.

Can you work any day of the week, if required:  Yes  No. If No, indicate days **not** available: \_\_\_\_\_

Will you work overtime, if requested:  Yes  No. Pay Expected: \_\_\_\_\_ per (check one)  Hour  Month  
Total hours and schedule are at discretion of management

**2 Employment History**

**Instructions (Please Read):** List most recent employer first. Account for all occupied and unoccupied time during the past ten years. Attach extra pages if necessary. It is unacceptable to put only "see resume" in any section.

May we contact your present employer:  Yes  No If No, your present employer will be contacted after offer of employment, and offer of employment will be contingent on the outcome of such contact

<b>Job 1</b>	Employer Name: _____	Phone No: _____
	Address: _____	Start month/year: _____
	Most Recent Supervisor: _____	End month/year: _____
	Reason for leaving: _____	Start pay: \$ _____
	Job Title: _____	End Pay: \$ _____
	Major Responsibilities: _____	

<b>Job 2</b>	Employer Name: _____	Phone No: _____
	Address: _____	Start month/year: _____
	Most Recent Supervisor: _____	End month/year: _____
	Reason for leaving: _____	Start pay: \$ _____
	Job Title: _____	End Pay: \$ _____
	Major Responsibilities: _____	

<b>Job 3</b>	Employer Name: _____	Phone No: _____
	Address: _____	Start month/year: _____
	Most Recent Supervisor: _____	End month/year: _____
	Reason for leaving: _____	Start pay: \$ _____
	Job Title: _____	End Pay: \$ _____
Major Responsibilities: _____		

<b>Job 4</b>	Employer Name: _____	Phone No: _____
	Address: _____	Start month/year: _____
	Most Recent Supervisor: _____	End month/year: _____
	Reason for leaving: _____	Start pay: \$ _____
	Job Title: _____	End Pay: \$ _____
Major Responsibilities: _____		

### 3 Education

<b>High School</b>	Most recent High School: _____
Location of School (City & State): _____	
Completion Status (check one): <input type="checkbox"/> Graduated <input type="checkbox"/> GED <input type="checkbox"/> Did not graduate; grade completed: _____	

<b>Undergrad. College (incl. Jr. College)</b>	Most recent school: _____
Location of School (City & State): _____	
Completion Status (select one): <input type="checkbox"/> Graduated <input type="checkbox"/> Did not graduate, but years completed: _____	
Major Subject(s): _____	

<b>Postgraduate College</b>	Most recent school: _____
Location of School (City & State): _____	
Completion Status (select one): <input type="checkbox"/> Graduated <input type="checkbox"/> Did not graduate, but years completed: _____	
Major Subject(s): _____	

<b>Technical or Vocational School</b>	Most recent school: _____
Location of School (City & State): _____	
Completion Status (select one): <input type="checkbox"/> Graduated <input type="checkbox"/> Did not graduate, but years completed: _____	
Major Subject(s): _____	

Are you currently enrolled in school:  Yes  No. What school: \_\_\_\_\_

List courses you are currently taking: \_\_\_\_\_

If you are *not* currently enrolled, do you plan on enrolling:  Yes  No. If Yes, complete next line:

What subjects do you plan on studying and where: \_\_\_\_\_

Other than English, in what languages are you proficient?

Language: \_\_\_\_\_ Check all that apply:  Speak  Read  Write

Language: \_\_\_\_\_ Check all that apply:  Speak  Read  Write

Do you possess a professional or trade license or certificate:  Yes  No. If Yes, identify below:

Type: \_\_\_\_\_ Issued by: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Type: \_\_\_\_\_ Issued by: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Please list any specific work skills that you may possess that have not been listed above, including experience with computers and software in which you are proficient:

\_\_\_\_\_

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## 4 Military *Answering the next two questions is strictly voluntary*

1. Are you a veteran:  Yes  No. 2. What skills acquired during military service may be of interest or value to us: \_\_\_\_\_

\_\_\_\_\_

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## 5 Personal

If hired, can you submit proof of identity and legal right to work in the United States:  Yes  No

Answer the following 2 questions *only* if you are *under* 18 years of age:

1. Can you provide a work permit:  Yes  No 2. Date of Birth: \_\_\_\_\_

Do you have a valid Motor Vehicle Operator's License?  Yes  No

From what state: \_\_\_\_\_ License Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Have you ever lost or been denied a security clearance?  Yes  No

If Yes, explain: \_\_\_\_\_

Have you ever used another name:  Yes  No

List all other names: \_\_\_\_\_

List names of any relatives or acquaintances ever employed by our company: \_\_\_\_\_

\_\_\_\_\_

List any professional organizations to which you belong (you may omit anything that would indicate membership in a protected class): \_\_\_\_\_

List two references (not a relative or former employer) whom you have known for at least five years:

NAME	OCCUPATION	PHONE	EMAIL

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## 6 Criminal History

**Instructions (Please Read):** Do **not** identify any of the following: (1) convictions for possession of marijuana (except for convictions for possession of marijuana on school grounds or possession of concentrated cannabis) that are more than 2 years old; (2) convictions for which the criminal record has been expunged, sealed or eradicated by the court; or (3) misdemeanor convictions for which any probation has been completed and the case dismissed by the court. **Note:** No applicant will be denied employment solely on the grounds that they have been charged, committed, or been convicted (or pleaded guilty or no contest) of a criminal offense, or, solely for answering “yes” to the questions below. The nature of the offense, the date of the offense, the surrounding circumstances, and the relevance of the offense to the position(s) applied for will be considered.

Within the past 7 years, have you been convicted of (or pleaded guilty or no contest) to a Felony or Misdemeanor including, but not limited to, any for which you were released from prison or paroled within the last 7 years?  Yes  No

Explain each conviction fully: When, where and of what you were convicted and disposition of the case(s): \_\_\_\_\_

Are you currently under arrest, or released on bond or your own recognizance, pending trial for a criminal offense:  Yes  No. If Yes, state the nature of the crime charged, and when and where trial is pending: \_\_\_\_\_

## 7 Agreement

READ & INITIAL

**Instructions (Please Read):** By initialing each paragraph, I am indicating that I have fully read and understood the paragraph. By signing below, I am indicating that I agree to all of the following:

7.1 \_\_\_\_\_ I attest under penalty of perjury that I am applying for employment in good faith with the intention of accepting a position offered. I also affirm that the information contained in this application is true, complete, and accurate.

7.2 \_\_\_\_\_ I authorize investigation of all statements contained in this application form if I am considered for employment. I also authorize previous employers, personal references named, or any other person to whom the company may refer, to give any and all information regarding my employment or scholastic standing together with any other information, personal or otherwise, that may or may not be on their records.

7.3 \_\_\_\_\_ I understand that misrepresentation or omission of any facts called for herein, receipt of unsatisfactory references, or failure to pass a prescribed medical examination if required for the position, will be sufficient cause for disqualification from employment or for my dismissal from the company’s service if I have been employed.

7.4 \_\_\_\_\_ I understand and agree that nothing contained in this application, or conveyed during any interview which may be granted, or during my employment if hired, is intended to create an employment contract between me and the company. In addition, **I understand and agree that if hired, my employment will be “at-will,” for no definite or determinable period of time, and may be terminated at any time, for any reason or for no reason at all, with or without prior notice, at the option of the company or me.** I understand and agree that no promises or representation contrary to this “at-will” condition are binding on the company, and that I have not relied, and will not rely, on any oral or written statements to the extent that such might even suggest that my status is anything other than “at-will.” I further understand and agree that my “at-will” status cannot be changed except by a written document specifically addressing my individual “at-will” status, and signed by both me and a specifically authorized officer of the company. I agree that it is my responsibility to confirm the authorization of any person signing such a document, since I understand the company’s intent is not to enter into any employment arrangements other than “at-will.” I understand and agree that this is the entire agreement between me and the company regarding the term of my employment and replaces any other oral or written agreement or understanding. I further agree that this entire paragraph regarding the “at-will” condition of employment is a part of any employment relationship I may have with the company and is hereby merged and integrated into any agreement or understanding regarding my employment.

7.5 \_\_\_\_\_ I agree that, if I am hired, at no time during my employment shall I engage in any conduct that is in direct conflict with the enterprise-related interests of my employer.

Applicant’s Signature: \_\_\_\_\_ Date: \_\_\_\_\_