

Application for Employment

Instructions: Complete all necessary information. You may be asked to provide additional information on another form. This application will be kept on file. It is to your advantage to periodically check to keep it current and active. Be sure to sign and date the application. Please Print

Name: _____ DOB: _____

Phone: _____ Email _____

Address: _____

City/State/Zip _____

Position Applied for _____ Shift Preferred 1 2 3 Any

Special Training or skills: (languages, machine operation, etc.) that would benefit you in the job for which you are applying. _____

Would you accept full-time work? No Yes Would you accept part time work? No Yes

Have you been employed here before? No Yes Dates: _____

Do you have a legal right to be employed in the U.S? Yes (If yes, proof is required) No

Are you of Legal Age to Work? Yes No

For Office Use Only

Application# _____

Employee # _____

Hire Date _____

Position _____

Rate _____

Class _____

Skill _____

Other _____

Notes _____

Attachments:

- Resume
- Application Reference Check
- Application Interview
- Employee Data Card

Educational Background

High School:

Name and Locations: _____ Course of Study: _____

Did you Graduate? Yes No Degree or Diploma: _____ Year Graduated: _____

College

Name and Locations: _____ Course of Study: _____

Did you Graduate? Yes No Degree or Diploma: _____ Year Graduated: _____

Continuing Education:

Previous Employers and Addresses

Place an (X) by the employer(s) you do Not want us to contact. List the most recent employer first.

1. Company Name: _____ Phone: _____

Contact Name: _____

Address: _____ Employment from: _____ To _____

Position _____ Reason for Leaving: _____ Last Wage _____

2. Company Name: _____ Phone: _____

Contact Name: _____

Address: _____ Employment from: _____ To _____

Position _____ Reason for Leaving: _____ Last Wage _____

3. Company Name: _____ Phone: _____

Contact Name: _____

Address: _____ Employment from: _____ To _____

Position _____ Reason for Leaving: _____ Last Wage _____

I certify that all the information submitted by me on this application is true and complete, and I understand if any false information and omissions, or misrepresentations are discovered, my application will be rejected, and if employed, my employment may be terminated at any time **PLEASE ATTACH 3 REFERENCES.**

In consideration of my employment, I agree to conform to the company's rules and regulations, and I agree that my employment and compensation in consideration of my employment, I agree to conform to the company's rules and regulations, and I agree that my employment and compensation can be terminated with option. I also understand and agree that the terms and conditions of my employment company. I understand that no Company Representative, other than its President, and than only when in writing and signed by the president, has any authority to enter into any agreement for employment for any specific period of time, or to make any agreement contrary to the foregoing.

Applicant's Signature _____ Date: _____

References

Give the name of three persons not related to you, whom you have known at least 2 years

Name	Relation and how long known?	Phone Number
1)		
2)		
3)		