

## EMPLOYMENT APPLICATION

EQUAL OPPORTUNITY EMPLOYER

Please Print
IDENTIFICATION

Last Name	First Name	Middle Initial		
Present Street Address			Daytime Phone	
City	State	Zip	Evening Phone	
Permanent Street Address (if other than above)			Other Phone	
City	State	Zip		
POSITION I	NFORMATION			
Position Desired  Full Time Pa	Position Reference Number Part Time Temporary		Salary Desired	
Referral Source: Advertisement	☐ Friend ☐ Relative ☐ W	alk-In	y	
ELIGIBILIT Are You Authorized Yes No	Y to Work in the United States?		e a Valid Driver's License (If Applicable to Position)  No  Other (specify)	

### **EMPLOYMENT APPLICATION**

## **EMPLOYMENT HISTORY** If Yes, Who and Relationship Present or Most Recent Employer Name Start Date End Date Address City State Phone Job Title Description of Work Responsibilities Reason for Leaving Supervisor's Name Supervisor's Title May We Contact? ☐ Yes ☐ No **Employer Name** Start Date End Date Address City State Phone Job Title Description of Work Responsibilities Reason for Leaving May We Contact? ☐ Yes ☐ No Supervisor's Name Supervisor's Title End Date Employer Name Start Date Address City State Phone Job Title Description of Work Responsibilities Reason for Leaving No Supervisor's Name Supervisor's Title We Contact? Yes May

# EMPLOYMENT APPLICATION SPECIAL TRAINING OR QUALIFICATIONS

Describe Specialized Training, Apprenticeships, Skills Which Are Related In Any Way to the Kind of Work You Want To Do Office Machines Operated Software Skills Professional Organizations, Including Office/s Held (Omit Union Organizations and those which may indicate Race, Color, National Origin, Age, Religion, Sex, Sexual Orientation, or Gender Identity.) **EDUCATION** High School / Location Years Completed Degree Earned? Yes No College/University or Professional School Location Degree / Major Years Completed Degree Earned? 

Yes 

No Graduate School Location Degree Earned? Yes No Degree / Major Years Completed Job Related Certifications Certification Earned? 
Yes No **NON-COMPETE AGREEMENTS** Have You Signed a Non-Compete, Secrecy and/or Invention Agreement in Favor of Any Previous Employer? ☐ Yes ☐ No If Yes, Please List Employer/s Name Address Phone **Business Relationship** PROFESSIONAL/BUSINESS/ACADEMIC REFERENCES Name Address Phone **Business Relationship** Name Phone Business Relationship Address Name Address Phone **Business Relationship** 

## EMPLOYMENT APPLICATION EQUAL OPPORTUNITY EMPLOYER

EQUAL OPPORTUNITY EMPLOYER -- It is our policy to comply with all applicable state and federal laws prohibiting discrimination in employment. We are an equal opportunity employer. This means that employment decisions are based on merit and business needs. We do not discriminate on the basis of race, color, religion, national origin, ancestry, gender, sex, gender identity, age, medical condition, sexual orientation, marital status, citizenship, pregnancy, physical or mental disability, genetic characteristics, veteran or any other protected by federal, state or local laws, or on the basis of any perception that an applicant or employee has any of these characteristics or on the basis that an applicant or employee is associated with someone who has or is perceived to have these characteristics.

### APPLICANT'S STATEMENT

#### PLEASE READ CAREFULLY BEFORE SIGNING

I certify that the information contained in this application is true and complete to the best of my knowledge. In the event of employment, I understand that false or misleading information given in my application or interview/s may result in a denial of an offer of employment or, if I am hired, immediate discharge whenever it is discovered. Under the Federal Fair Credit Reporting Act of 1970, you may request in writing the disclosure of the nature and scope of the report referred to above, if any.

I authorize the release of any and all information concerning my previous employment, education, and any pertinent information that my prior employers and schools may have, personal or otherwise, and release all parties from liability for any damage that may result from providing the information to the Company.

I understand the statements which may be contained in policies, practices, handbooks and other company material do not create any contracts, express, implied, or guarantee of employment. I understand the Company has the absolute and unconditional right to modify, amend or terminate policies, practices, benefit plans and other Company programs as it sees fit.

In consideration of my employment, I agree to conform to the rules, regulations and policies of the Company and I agree that, if I am hired, my employment will be at-will, meaning it may be terminated at any time, either by me or by the Company, with or without cause. I understand that no representative of the Company, other than the President, has any authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the foregoing three (3) paragraphs, and that such agreement must be in writing and signed by the President.

I understand that prior to employment, or from time to time during the course of my employment, I may be required, to the extent permitted by law, to take a physical examination, including drug screen, or similar test or examination, as a condition of hiring or continued employment.

I have read and understand the forg	oing (5) paragraphs and have voluntarily agreed to them.
Signature	Date
Print Name	