

APPLICATION FOR EMPLOYMENT

(Please Print)

Name _____ Phone () _____
Last First Middle
 Position(s) Applied For: _____ Date Applying: _____
 Where Message can be left, if no phone: _____ SSN # _____
 Address: _____
Street City State Zip Code

Referral Source: Advertisement Friend Relative Walk-in Agency Other Employee

1. If you are under 18, can you furnish a work permit? Yes No
2. On what date would you be available to start work? _____
3. List any days or hours you would be unable to work: Days: _____ Hours: _____
4. Can you work overtime, hours outside the normally defined workday or workweek? Yes No
5. Can you provide proof after you are hired that you can legally work in the United States? Yes No
(Proof of citizenship or immigration status will be required upon employment)
6. Have you been convicted of any crime or entered a plea of nolo contendere? Yes No

If yes, please explain: _____
(This item includes misdemeanors and felonies regardless of the length of time which has lapsed since their occurrence. Minor traffic violations resulting in a fine of \$499 or less do not need to be disclosed. Convictions dismissed under Section 1203.4 of the Penal Code MUST be disclosed. Conviction will not necessarily disqualify applicant from employment-all factors involved will be considered).

7. Other than English what languages do you speak? _____

Three references, not related to you, and not previous employers:

Name	Address	Telephone Number
		() -
		() -
		() -

EMPLOYMENT EXPERIENCE:

1. Are you employed now? Yes No If yes, may we contact your present employer? Yes No
(If no, the job offer will be contingent upon receiving a satisfactory reference check)
2. Have you ever been discharged or forced to resign from any employment situation? Yes No
 If yes, please explain: _____
3. List your work experience, in its entirety, beginning with your present or last job in reverse order. Be sure to include appropriate military experience. If you need more space, please use a separate sheet of paper.

Employer: _____ Dates Employed: from _____ to _____
 Address: _____ Telephone: () _____
 Your Position/Title _____ Supervisor's Name: _____
 Full-time Part-time Temporary Average # of hours worked per week: _____
 Hourly/Monthly Rate: Start \$ _____ Final \$ _____ Reason for Leaving: _____
 Describe Work Performed: _____

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Special Skills and Qualifications: Please describe any special skills or qualifications you have acquired from employment or other experience that may help to qualify you for the position for which you are applying. Include where and how acquired.

EDUCATION:

Have you graduated from high school? Yes No (If no, circle the highest grade completed: 3 4 5 6 7 8 9 10 11)
College or Training/Vocational School that you attended after High School graduation:

Name	Address	Major	Units	Degree

If driving is required for this job, please supply the following information:

Driver's License Number _____ State Licensed: _____ Expiration Date: _____
 (A DMV report may be required at time of hire as well as periodically during your employment).

I give the Employer the right to investigate all references and to secure additional information about me, if job-related. Furthermore, I give the Employer the right to verify any educational reference given in this application. I hereby release, from liability, the Employer and its representatives for seeking such information and all other corporations, educational institutions, or organizations for furnishing such information. _____ Initial here

It is understood and agreed that any misrepresentation by me in this application will be sufficient cause for cancellation of this application and/or separation from the employer's service if I have been employed _____ Initial here.

In the event of my employment by the Company, I agree to abide by all present and subsequently issued rules of the Company. _____ Initial here

I understand that just as I am free to resign at anytime, the Employer reserves the right to terminate my employment at any time, with or without cause, and without prior notice. _____ Initial here

I authorize the Employer to request a consumer and/or investigative consumer report for employment purposes Yes No _____ Initial here. If such a report is requested you will receive a copy. The employer will share any adverse information in a credit report with you before the employment decision is made so you can verify the information.

Signature of Applicant: _____ Date: _____