



APPLICATION FOR EMPLOYMENT

(PLEASE PRINT PLAINLY)

It is the policy of this company to employ and otherwise treat all persons equally without regard to race, color, creed, sex, national origin, age and handicap, as prohibited by law and to fully comply with the Veteran's re-employment Rights Act. Decisions regarding employment work assignments, discipline, promotions, hours work, etc. shall be based only on legitimate job-related considerations. A background check including but not limited to credit, criminal, former employers and associates may be performed to best ascertain your qualifications for the position.

To applicant: We deeply appreciate your interest in our organization and assure you that we are sincerely interested in your qualifications. A clear understanding of your background and work history will aid us in placing you in the position that best meets your qualifications and may assist us in possible future upgrading.

PERSONAL

Date _____

Name _____ Social Security No. _____ - ____ - ____
Last First Middle

Present Address _____ Telephone No. _____
No. Street City State Zip

What method of transportation will you use to get to work? _____

Do you have a valid Driver's License without restrictions? _____ Drivers License # _____

Position(s) applied for _____ Rate of pay expected \$ _____ per wk.

Would you work Full Time _____ Part Time _____ Specify days and hours if part time _____

Were you previously employed by us _____ If yes, when? _____

List any friends or relatives working for us _____

If your application is considered favorably, on what date will you be available for work? _____

Are there any experiences, skills, or qualifications that you feel would especially fit your work with our organization?

RECORD OF EDUCATION

School	Name and Address of School	Course of Study	Check Last Year Completed	Did You Graduate	List Diploma or Degree
Elementary					
High					
College					
Other (Specify)					

MILITARY SERVICE RECORD

Were you in the U.S. Armed Forces? Yes_____ No_____ If yes, what Branch?_____

Dates of Duty: From_____to_____ Rank at discharge_____

List duties in the service including special training_____

Have you taken any training under the G.I. Bill of Rights?_____ If yes, what training did you take?_____

The facts set forth in my application for employment are true and complete. I understand that if employed, false statements on this application shall be considered sufficient cause for dismissal. You are hereby authorized to make any investigation of my personal history and financial and credit record through any investigative or credit agencies or bureaus of your choice.

In making this application for employment, I also understand that an investigative consumer report maybe made whereby information is obtained through personal interviews with my neighbors, friends, or others with whom I am acquainted. This inquiry, if made, may include information as to my character, and general reputation. I understand that I have the right to make a written request within a reasonable period of time to receive additional, detailed information about the nature and scope of any such investigative report that is made.

I understand that all employees are employees at will and that the employment relationship can be terminated at any time, with or without cause, and with or without notice, at the option of either the employer or myself.

I further understand that if an offer of employment is made, I will be required to submit documentation which will verify that I am a citizen or a national of the United States, an alien lawfully admitted for permanent residence, or an alien authorized to be employed in the United States.

Signature of Applicant

Date