



Employment Application

Personal Information:

Last Name	First	Middle	Social Security #
Street Address	City	State/Zip Code	Telephone Number

If you are under 18 years of age, please specify your age here _____. This information will be used for child labor law purposes.
Are there any days, shifts or hours you will NOT work? If yes, please explain:

Are you available for out of town work? Yes No Will you work overtime, if required? Yes No

When will you be able to start work? _____

Have you taken any illegal drugs in the last 30 days? _____

Have you ever been a defendant in a civil action for an intentional tort (intentional commission of a wrongful act)? Yes No

Note: Answering "yes" does not automatically exclude you from further consideration for the position.

If yes, include nature of the intentional tort and the disposition of the action:

How did you learn about our Company? _____

If referral, who were you referred by? _____

Have you ever applied or worked here before? If yes, provide dates: _____

Are you legally authorized to work in the United States? Yes No

Will you now or in the future require sponsorship for employment visa status (e.g., H-1B visa status)? Yes No

Note: The Federal Immigration and Reform and Control Act of 1986 requires that a DHS Employment Eligibility Verification "Form I-9 be completed for every new hire and that within 3 business day of beginning work every new hire must present to the employer documentation establishing his/her identity and authorization to work. This federal requirement must be satisfied as a condition of employment.

Driver Record:

Do you have a valid driver's license? Yes No State _____ License Number _____

Have you had any tickets in the last 5 years? If yes, please explain:

Has your license ever been suspended or revoked? If yes, please explain:

Do you have any DUI or DWI convictions? If yes, please state when you were convicted and explain:

Residences: (Please provide your addresses of residence for the past seven years beginning with the most recent address.)

Street Address	City, State and Zip Code	From	To
Street Address	City, State and Zip Code	From	To
Street Address	City, State and Zip Code	From	To
Street Address	City, State and Zip Code	From	To
Street Address	City, State and Zip Code	From	To

Education: (May or may not be considered depending on the job applied for.)

Describe any educational degrees, skills, training or experience you believe are relevant to the job applied for:

Name, City and State of Educational Institutional	Graduated?		If no Degree, Credits earned	Type of Degree Received or Expected	Major	Minor	Grade point
	yes	No					Overall GPA
High School							
College or University							
Technical/GED							
Licenses/Certifications/ Other							

Employment History: (Please complete for all full-time or part-time employment beginning with most recent employer. You may include as part of your employment history any verified work performed on a volunteer basis.)

Company Name		Telephone Number		
Address		Dates Employed	From	To
Name of Supervisor	May we contact?	Rate of Pay	Start	Last
State job titles and describe job duties		Reason(s) for leaving		

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References: (Please list three persons not related to you who know your qualifications.)

Name	Address	Phone	Relationship

Please explain any gaps in your employment history.

Have you ever been discharged or forced to resign? If yes, explain:

Did you receive any discipline in the last 12 months of active employment? If yes, please explain:

Have you signed any non-compete or non-solicit agreement with any other employer that might restrict you from working for this company? If yes, please explain: _____

(You may be required to furnish a copy of the agreement.)

Military Service: (Complete only if you served in the military.)

Branch Served: _____ Number of Years/Months of Service: _____

Rank at Discharge: _____ Date of Discharge: _____ Reason for Leaving: _____

Describe any military skills, training or experience you believe are relevant to the job applied for:

Criminal Record Information:

All Applicants: You must answer all four questions below. When answering the following questions, you may exclude any records expunged, annulled, sealed, discharged, dismissed, erased under first-offender law or otherwise eradicated by statute or court order. You may also exclude a first conviction for any of the following misdemeanors; drunkenness, simple assault, speeding, minor traffic violations, affray or disturbance of the peace.

A criminal conviction will not necessarily be a bar to employment but will be considered in relation to specific job requirements.

1. Have you been convicted of a felony within the last seven years?

Yes No Date of Conviction: _____

2. Have you been convicted within the last seven years of misappropriation of funds, embezzlement, or similar for other dishonest conduct; or an offense involving the use of a weapon; for burglary, robbery, breaking and entering or theft; or physical assault or other violent crime?

Yes No

3. Have you been convicted of or completed a period of incarceration within the past five years for any misdemeanor?

Yes No

If the answer to the above question is "Yes", please state whether you were convicted more than five years ago for any offense?

Yes No

4. A criminal conviction will not necessarily be a bar to employment. To help us evaluate your application, please describe your criminal conviction(s) including penalty (ies) imposed, listing the nature of your offense(s), and your rehabilitation since the conviction(s).
