

# Application for Employment

Name (Last name first)		Social Security #	Date of Birth
Address	City	State	Zip Code
Phone No.	Secondary Phone	Referred by:	

## Employment Desired

Position	Date you can start
Are you employed now?	If so, may we contact your present employer?
Ever applied to this company before?	When?

## Education History

	Name of School	Years Attended	Did you graduate	Subject Studied
High School				
College				
Trade, Business, or Correspondence School				

## General Information

Special Training
U.S. Military or Naval Services

Former Employers (List BELOW THE LAST FOUR EMPLOYERS, STARTING WITH LAST ONE FIRST)

Date Month and Year	Name & Address of Employer	Position	Reason For Leaving
To			
From			
To			
From			
To			
From			
To			
From			

**References (Give below the names of three persons not related to you, whom you have know at least one year.)**

Name	Address	Business	Years Known

**Authorization**

I certify that the facts contained in this application are true and complete to the best of my knowledge and understand that, if employed, falsified statements on this application shall be grounds for dismissal.

I authorize investigation of all statements contained herein and the references and employers listed above to give you all information concerning my previous employment and pertinent information they may have, personal or otherwise, and release the company from all liability for any damages that may result from utilization of such information.

I also understand and agree that no representative of the company has any authorization to enter into any agreement for employment for any specified period, or to make any agreement contrary to the foregoing, unless it is in writing and signed by an authorized company representative.

This waiver does not permit the release or use of disability-related or medical information in a manner prohibited by the American with Disabilities Act (ADA) and other relevant federal and state laws.

I understand that consumer credit report or criminal records check may be necessary prior to my employment. if such reports are required, I understand that, in compliance with federal law, the company will provide me with a written notice regarding the use of these reports and will obtain a separate written authorization from me to consent to these reports. I also understand that a poor credit history or conviction will not automatically result in disqualification from employment.

In compliance with federal law, all person hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification document from upon hire.

\_\_\_\_\_ Date \_\_\_\_\_ Signature

-----DO NOT WRITE BELOW THIS LINE-----

\_\_\_\_\_ Date \_\_\_\_\_ Interviewed By

**Remarks**

Neatness		Character		
Personality		Ability		
Hired	For Dept	Position	Will Report	Salary Wages

**Approved:**

\_\_\_\_\_ Employment Manager \_\_\_\_\_ Department Head \_\_\_\_\_ General Manager