

### An Equal Opportunity Employer

We do not discriminate on the basis of race, color, religion, national origin, sex, age, disability, genetic information or any other status protected by law or regulation. It is our intention that all qualified applicants be given equal opportunity and that selection decisions are based on job-related factors.

Answer each question fully and accurately. No action can be taken with this application until you have answered all questions. Attach any additional information you feel may be important. In reading and answering the following questions, be aware that none of the questions are intended to imply illegal preferences or discrimination based upon non-job-related information.

## GENERAL

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Last Name	First Name	Middle Name	
Email Address	Telephone Number		
Present Street Address	City	State	Zip Code

Are you 18 years of age or older? ..... Yes    No  
 (If you are hired, you may be required to submit proof of age.)

Job Applied for \_\_\_\_\_ Today's Date \_\_\_\_\_

What type of employment are you seeking?      Full-time      Part-time      Temporary

Are you available to work overtime?              Yes              No

Are you available to second shift?                Yes                No

When could you start work? \_\_\_\_\_

If hired, can you furnish proof you are eligible to work in the U.S.? ..... Yes    No

Have you ever applied here before?      Yes      No      If yes, when? \_\_\_\_\_

Were you ever employed here?              Yes              No      If yes, when? \_\_\_\_\_

If employed, do you expect to be engaged in any additional business  
 or employment outside of our job? ..... Yes    No

If yes, give details \_\_\_\_\_

## EDUCATION

	List Name and Address of Schools	Number of Years Completed	Diploma/ Degree/ Certificate
High School or GED			
College or University			
Subjects Studied			
Vocational or Technical			
Subjects Studied			

## SPECIAL SKILLS

What skills or additional training do you have that are related to the job for which you are applying?

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What machines or equipment can you operate that are related to the job for which you are applying?

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List professional, trade, business or civic activities and offices held. (Exclude labor organizations and memberships which reveal race, color, religion, national origin, sex, age, disability, genetic information or other protected status.)

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## WORK HISTORY

List names of employers for the past 5 years in consecutive order with present or last employer listed first. Account for all periods of time including military service and any periods of unemployment. If self-employed, give firm name and supply business references.

**Note: A job offer may be contingent upon acceptable references from current and former employers.**

Name, Address and Telephone of Employer	Employed		Pay		Reason for leaving
	From (mo/yr)	To(mo/yr)	Start	Final	
			\$	\$	
	Duties				Supervisor(s)
Title					

Name, Address and Telephone of Employer	Employed		Pay		Reason for leaving
	From (mo/yr)	To(mo/yr)	Start	Final	
			\$	\$	
	Duties				Supervisor(s)
Title					

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			\$	\$	
	Duties				Supervisor(s)
Title					

Have you worked or attended school under any other names? . . . . . Yes      No

If yes, give names: \_\_\_\_\_

Are you presently employed? . . . . . Yes      No

If yes, whom do you suggest we contact? \_\_\_\_\_

Have you ever been fired from a job or asked to resign? . . . . . Yes      No

If yes, please explain: \_\_\_\_\_

## REFERENCES

Give three references, not relatives or former employers.

Name	Address	Phone

### AFFIDAVIT, CONSENT AND RELEASE

#### PLEASE READ EACH STATEMENT CAREFULLY BEFORE SIGNING

I certify that all information provided in this employment application is true and complete. I understand that any false information or omission may disqualify me from further consideration for employment and may result in my dismissal if discovered at a later date.

I authorize the investigation of any or all statements contained in this application. I also authorize, whether listed or not, any person, school, current employer, past employers, and organizations to provide relevant information and opinions that may be useful in making a hiring decision. I release such persons and organizations from any legal liability in making such statements.

I understand I may be required to successfully pass a drug screening examination. I hereby consent to a pre-and/or post-employment drug screen as a condition of employment, if required.

I understand that if I am extended an offer of employment it may be conditioned upon my successfully passing a complete pre-employment physical examination. I consent to the release of any or all medical information as may be deemed necessary to judge my capability to do the work for which I am applying.

**I UNDERSTAND THAT THIS APPLICATION, VERBAL STATEMENTS BY MANAGEMENT, OR SUBSEQUENT EMPLOYMENT DOES NOT CREATE AN EXPRESS OR IMPLIED CONTRACT OF EMPLOYMENT NOR GUARANTEE EMPLOYMENT FOR ANY DEFINITE PERIOD OF TIME. ONLY THE PRESIDENT OF THE ORGANIZATION HAS THE AUTHORITY TO ENTER INTO AN AGREEMENT OF EMPLOYMENT FOR ANY SPECIFIED PERIOD AND SUCH AGREEMENT MUST BE IN WRITING, SIGNED BY THE PRESIDENT AND THE EMPLOYEE. IF EMPLOYED, I UNDERSTAND THAT I HAVE BEEN HIRED AT THE WILL OF THE EMPLOYER AND MY EMPLOYMENT MAY BE TERMINATED AT ANY TIME, WITH OR WITHOUT REASON AND WITH OR WITHOUT NOTICE.**

I have read, understand, and by my signature consent to these statements.

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

**1. Change History**

<b>Revision Date</b>	<b>Change Description</b>
12/11/2018	Initial Release.
1/28/2020	Removed questions regarding law violations