



APPLICATION FOR EMPLOYMENT

2018

We are an equal opportunity employer, dedicated to a policy of non-discrimination in employment on any basis including race, color, age, sex, religion, handicap or national origin.

PERSONAL INFORMATION

DATE _____

NAME _____

LAST FIRST MI

ADDRESS _____

NUMBER STREET CITY STATE ZIP

PHONE () - _____

EMPLOYMENT DESIRED

POSITION _____

DATE AVAILABLE _____ SALARY/RATE DESIRED _____

MAY WE CONTACT YOUR PRESENT EMPLOYER?

ARE YOU EMPLOYED NOW? YES NO

YES NO

HAVE YOU APPLIED BEFORE? YES NO

WHEN? _____

EDUCATION

	NAME AND LOCATION OF SCHOOL	YEARS COMPLETED	DID YOU GRADUATE?	DEGREE/MAJOR
HIGH SCHOOL		1 2 3 4	<input type="checkbox"/> YES <input type="checkbox"/> NO	
COLLEGE		1 2 3 4	<input type="checkbox"/> YES <input type="checkbox"/> NO	
TRADE/TECHINICAL/ BUSINESS SCHOOL		1 2 3 4	<input type="checkbox"/> YES <input type="checkbox"/> NO	

GENERAL

SUBJECTS OF SPECIAL STUDY OR RESEARCH

JOB RELATED SKILLS (TYPING, LICENSE, ETC.)

REFERRED BY:

FORMER EMPLOYERS

	NAME AND ADDRESS	POSITION	REASON FOR LEAVING
FROM			
TO			
FROM			
TO			
FROM			
TO			

REFERENCES (LIST BELOW THREE PEOPLE NOT RELATED TO YOU, WHOM YOU HAVE KNOWN FOR AT LEAST ONE YEAR)

	NAME	ADDRESS	POSITION	YEARS AQUAINTED
1				
2				
3				

AUTHORIZATION

I certify that the facts contained in this application are true and complete to the best of my knowledge. I understand that any false statement, omission, or misrepresentation on the application is sufficient cause for refusal to hire, or dismissal if I have been employed, no matter when discovered by the company.

I understand that any employment is conditioned on a background check. I authorize the company to thoroughly investigate all statements contained in my application or resume, and I authorize my former employers and references to disclose any information regarding my former employment, character and general reputation to the company, without giving me prior notice of such disclosure. In addition, I release the company, any former employers and all references listed above from any and all claims, demands or liabilities arising out of or related to such investigation or disclosure. I understand and agree that nothing contained in this application, or conveyed during any interview, is intended to create an employment contract. I further understand and agree that if I am hired, my employment will be "at will" and without fixed term, and may be terminated at any time, with or without notice, at the option of either the employer or the employee. No promises regarding employment have been made to me, and I understand that no such promise or guarantee is binding upon the company unless made in writing.

If I am offered employment I agree to submit to a medical examination and a drug test before starting work. If employed, I also agree to submit to a medical examination and drug test at any time deemed necessary by the employer, and as permitted by law. I consent to having such examinations and tests, and I request that the examining doctor disclose to the company the results of my examination, which shall remain confidential and segregated from my personnel file. I understand that my employment or continued employment, to the extent permitted by law, is contingent upon satisfactory medical examinations and drug tests, and if I am hired a condition of my employment will be that I abide by the company's drug and alcohol policies.

I understand that filling out this form does not indicate there is a position open and does not obligate the company to hire. If hired, I agree to abide by all company work rules, policies, and procedures. The company retains the right to revise its policies or procedures, in whole or in part, at any time.

DATE _____

SIGNATURE _____