

APPLICATION FOR EMPLOYMENT

Answer all questions as completely as you can. Remember to provide current phone numbers for your references. And don't forget to sign your completed application. Write "NA" for items that are not applicable.

PERSONAL INFORMATION

Name: _____ Position Desired: _____
Last First M.I.

Address: _____
Street City State Zip

Home Phone Number: _____ Message Phone: _____

Salary Requirements: _____ E-Mail: _____ Date Available: _____

Are you legally eligible to work in the U.S.? (circle one) YES NO <i>Hiring is subject to verification that applicant meets legal age & U.S. work permit requirements.</i>	Have you ever applied for a position at our company? (circle one) YES NO If Yes, When?: _____
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Have you since age 18 or within the last 7 years (whichever is most recent) ever been convicted of a felony? (circle one) **YES** **NO**

If yes*, briefly describe:

*a conviction does not necessarily prevent you from employment.

How did you hear about our job opening? (circle as many as apply)

Newspaper advertising	JobLine	Recruiter
Internet advertising	Job posting at school	Professional organization
Employee referral	Visit to company	Other: _____

EDUCATION

	Name	City, State	Major Subject	Degree/Diploma
High School				
College				
College				
Graduate School				
Trade/Tech School				
Other:				

SKILLS

Please list any other special training, skills, and certificates which would tell us more about your qualifications for this job.

EMPLOYMENT RECORD (Beginning with your current or most recent job, fill in your work history. If you need more pages to describe your work history, please attach them to this application form.)

Employer			Address	Date Employed: from _____ to _____
Supervisor	Phone	May we contact? Yes No	Position held	Reason for leaving:
Duties:				
Specific machinery operated			Salary at leaving:	

EMPLOYMENT RECORD #2

Employer			Address	Date Employed: from _____ to _____
Supervisor	Phone	May we contact? Yes No	Position held	Reason for leaving:
Duties:				
Specific machinery operated			Salary at leaving:	

EMPLOYMENT RECORD #3

Employer			Address	Date Employed: from _____ to _____
Supervisor	Phone	May we contact? Yes No	Position held	Reason for leaving:
Duties:				
Specific machinery operated			Salary at leaving:	

WORK AND PROFESSIONAL REFERENCES

Name:	Phone #:	Relationship:
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Name:	Phone #:	Relationship:

Certification & Agreement - Read Carefully and Sign

I certify that all the information I have provided on this application and accompanying document is true and correct.

I authorize all previous employers to furnish Employer, to the extent permitted by Federal and State law, my reason for leaving, my performance history, and all other information they may have concerning my employment with them. I also understand that my employment may be contingent upon satisfactory completion of credit, educational, and criminal background checks. I release all of my previous employers, educational institutions, credit agencies, and Employer from all liability that may arise from such investigations.

By signing this application I authorize Employer to make investigations and I indicate my awareness that false statements or failures to disclose certain information may be sufficient to disqualify me from employment, or if employed, may result in my dismissal.

I understand that employment is at will, that it is not guaranteed for any term, and that my employment may be terminated by Employer or myself at any time and for any reason. I understand that neither this form nor statements by representatives of Employer constitutes an employment contract.

Signature: _____ Date: _____