



Applications are considered for all possible positions without regards to race, color, religion, sex, national origin, age marital or veteran status or the presence of non-related medical condition or disability.

Personal Information

Name: \_\_\_\_\_ Date: \_\_\_\_\_ Phone #: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Are you legally able to work in the United States: ( ) Yes or ( ) No Wage Expectations: \_\_\_\_\_

Have you ever been convicted of a felony or misdemeanor? ( ) Yes or ( ) No

(Conviction may not exclude you from qualifying for a position)

Please list convictions and provide any explanation you see fit: \_\_\_\_\_

Employment Desired

Position or Positions: \_\_\_\_\_ Currently Employed: ( ) Yes or ( ) No Desired Start Date: \_\_\_\_\_

Desired Shift: ( ) 1<sup>st</sup> ( ) 2<sup>nd</sup> ( ) 3<sup>rd</sup> Desired start and end time: \_\_\_\_\_ ( ) Full Time ( ) Part Time

Desired days: ( ) Monday, ( ) Tuesday, ( ) Wednesday, ( ) Thursday, ( ) Friday, ( ) Saturday, ( ) Sunday

Qualifications/Employment History

**Most recent or current Employer:** \_\_\_\_\_ Employment Dates: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Job Title: \_\_\_\_\_ Supervisor's Name; \_\_\_\_\_ Phone #: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_ Wage/Salary: \_\_\_\_\_

**Employer # 2:** \_\_\_\_\_ Employment Dates: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Job Title: \_\_\_\_\_ Supervisor's Name; \_\_\_\_\_ Phone #: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_ Wage/Salary: \_\_\_\_\_

**Employer # 3:** \_\_\_\_\_ Employment Dates: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Job Title: \_\_\_\_\_ Supervisor's Name; \_\_\_\_\_ Phone #: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_ Wage/Salary: \_\_\_\_\_



Qualifications/Employment History

High School: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Graduated: ( ) Yes or ( ) No

Junior College: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Graduated: ( ) Yes or ( ) No

College/University: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Graduated: ( ) Yes or ( ) No

Other Training: \_\_\_\_\_

Certifications or licenses: \_\_\_\_\_

Office Equipment: \_\_\_\_\_

Supervisory Experience: \_\_\_\_\_

References

Please list at least 2 work related references. These can be supervisors, business owners or co-workers.

Name of Reference #1: \_\_\_\_\_ Business name if applicable : \_\_\_\_\_

Phone #: \_\_\_\_\_ Relationship to applicant: \_\_\_\_\_ Years known: \_\_\_\_\_

Name of Reference #2: \_\_\_\_\_ Business name if applicable : \_\_\_\_\_

Phone #: \_\_\_\_\_ Relationship to applicant: \_\_\_\_\_ Years known: \_\_\_\_\_

Name of Reference #3: \_\_\_\_\_ Business name if applicable : \_\_\_\_\_

Phone #: \_\_\_\_\_ Relationship to applicant: \_\_\_\_\_ Years known: \_\_\_\_\_

Please read carefully and sign below

As part of our procedure for processing your employment application, your personal and employment references may be checked. If you have misrepresented or omitted any facts on this application, and are subsequently hired, you may be discharged from your job. You may make a written request for information derived from the checking of your references. If necessary for employment, you may be required to: supply your birth certificate or other proof of authorization to work in the United States, have a physical examination and/or a drug test, or to sign a conflict of interest agreement and abide by its terms. I understand and agree to the information listed above.

Signature of applicant \_\_\_\_\_ Date Signed \_\_\_\_\_

