Employment Application

(Please type or print plainly)

Date: _____ Date Available: _____

Managers Approval for Hire: _____ _____
Signature, Please Print Name

Store Location: _____

Personal Data

Name: _____
Last First Middle Initial

Address: _____

Phone Number: _____ Email Address: _____

Employment Information

Position Desired: _____ Salary Desired: _____

Type of Employment Desired: ___Full Time ___Part Time __Temporary/Summer

Referred To Us By: _____

ARE YOU:

__Yes __No over the age of 18?
__Yes __No a previous applicant?
__Yes __No a previous employee? Employment dates: _____
__Yes __No legally permitted to work in the United States?
__Yes __No properly licensed if the job applied for requires driving?

Other than traffic violations, have you been convicted of a crime? __Yes __No
If yes, please describe in detail: _____
_____
_____
_____
Conviction of a crime will not necessarily prevent acceptance for employment.

If the job applied for requires driving, list any traffic citations received in the last 3-4 years (approximate date and offense): _____
_____
_____
_____

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Employment Record

Work Experience

Note: Start with most recent position, furnish dates and explanations for each period of unemployment of one month or more. A resume' providing this information may be attached as a supplement.

Present/Last Employer:_____ Type of Business:_____

Address:_____Phone Number:_____

Start Date:_____ Leave Date:_____ Salary:_____

Job Title:_____ Supervisor:_____

Reason for Leaving:_____ May We Contact?_____

Description of Job Duties:_____

_____

Present/Last Employer:_____ Type of Business:_____

Address:_____Phone Number:_____

Start Date:_____ Leave Date:_____ Salary:_____

Job Title:_____ Supervisor:_____

Reason for Leaving:_____ May We Contact?_____

Description of Job Duties:_____

_____

Present/Last Employer:_____ Type of Business:_____

Address:_____Phone Number:_____

Start Date:_____ Leave Date:_____ Salary:_____

Job Title:_____ Supervisor:_____

Reason for Leaving:_____ May We Contact?_____

Description of Job Duties:_____

_____

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Education

Type of School	Name and Address of School	Course of Study	Circle Last Year Completed	Did you Graduate?	List Diploma or Degree
High			1 2 3 4	____Yes ____No	
College			1 2 3 4	____Yes ____No	
Other (Specify)			1 2 3 4	____Yes ____No	

Professional Information (if applicable)

Professional License: _____

State: _____

Is State License Pending: ___Yes __No

Academic Achievements and Activities

Note: Please list academic honors, scholarships, or fellowships; memberships in academic honorary societies: or participation in or offices held in extracurricular activities you consider significant. (Exclude those indication race, color, religion or national origin.)

_____

_____

_____

Additional Qualifications

Summarize special job-related skills and qualifications acquired from employment or other experience (i.e. technical, computer or equipment)

_____

_____

_____

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References

(1) _____ _____
Name Phone #

_____
Address

(2) _____ _____
Name Phone #

_____
Address

(3) _____ _____
Name Phone #

_____
Address

Applicant Statement

I have answered all questions to the best of my ability. If employed, I realize false information will be grounds for dismissal. I authorize any necessary inquiries as to my character, reputation, and ability and release those supplying any information from all liability. I also release the Company from all liability that might result from making the investigation.

I agree, if I am offered and accept a position, to conform to all existing and future Company rules and regulations and I understand that the Company reserves the right to change wages, hours and working condition as deemed necessary. **I ALSO UNDERSTAND THAT, IF HIRED, MY EMPLOYMENT WILL BE AT-WILL, MEANING THAT EITHER PARTY CAN END THE EMPLOYMENT RELATIONSHIP AT ANYTIME AND FOR ANY OR NO REASON.**

I have read and reviewed the information provided in this application and the above statements. By signing this application for employment, I certify that I understand all parts of it and have answered all questions completely and fully.

_____ _____
Signature Date

FOR PERSONNEL DEPARTMENT USE ONLY

Position(s) Applied For Is Open: _Yes ___No

Position(s) Considered For: _____ Date _____

NOTES: _____

_____

_____

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