

EMPLOYMENT APPLICATION

Dear Applicant: We deeply appreciate your interest in our company and we are sincerely interested in your qualifications. A clear understanding of your background and work history will aid us in placing you in the position that best meets your qualifications. Our company is committed to Equal Opportunities for all.

PERSONAL INFORMATION

Date of Application:				
Last Name:		First Name:		Middle:
Present Address				
No. & Street:		City:	State:	Zip:
Permanent Address (if different from present address)				
No. & Street:		City:	State:	Zip:
Cell Phone:	Home Phone:	Email Address:		
May we contact you at work? <input type="checkbox"/> Yes <input type="checkbox"/> No If necessary, best time to call you at home is _____am/pm				
Are you legally eligible for employment in the USA?			Check here if under 18 years of age <input checked="" type="checkbox"/>	
Have you previously been employed by us?		If yes, when and for whom?		
Are you able to perform the essential functions of the job for which you are applying, either with or without reasonable accommodation?				
If no, please describe any required accommodations.				

EMPLOYMENT DESIRED

Position Applying for:		
Are you applying for:		
Regular full-time work?	Regular part-time work?	Temporary work?
What days and hours are you available for work?		
If applying for temporary work, during what period of time will you be available?		
Are you available to work weekends?	Would you be available to work overtime, if necessary?	
If hired, what date can you start work?		
How did you hear about our company and this job opening?		

EDUCATION, TRAINING, AND EXPERIENCE

School	Name and Address	No. of Years Completed	Did you Graduate?	Degree or Diploma
High School				
College/University				
College/University				
Vocational/Business				

Do you have any other experience, training, qualifications, or skills that you feel make you especially suited for the position?
If so, please explain:
Do you speak, write or understand any foreign languages? <input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, which language(s): _____

EMPLOYMENT HISTORY

You must complete this section even if you have attached a resume.

Below, please list all present and past employment, **starting with your most recent employer.**

Please account for all periods, including dates of unemployment.

Name of Employer:		Type of Business:	
Address:		Phone Number:	
Your Position:			
Your Duties:			
Dates of Employment:	From: Month:	Year:	To: Month:
			Year:
Reason for leaving:			
May we contact this employer for reference?			

Name of Employer:		Type of Business:	
Address:		Phone Number:	
Your Position:			
Your Duties:			
Dates of Employment:	From: Month:	Year:	To: Month:
			Year:
Reason for leaving:			
May we contact this employer for reference?			

Name of Employer:		Type of Business:	
Address:		Phone Number:	
Your Position:			
Your Duties:			
Dates of Employment:	From: Month:	Year:	To: Month:
			Year:
Reason for leaving:			

May we contact this employer for reference?		
Name of Employer:		Type of Business:
Address:		Phone Number:
Your Position:		
Your Duties:		
Dates of Employment:	From: Month: Year:	To: Month: Year:
Reason for leaving:		
May we contact this employer for reference?		

PERSONAL REFERNCES

Below, please list three persons not related to you who have knowledge of your character, personality, work ethics and work performance.

Name			
Address		City	State Zip Code
Occupation		Relationship to Applicant	
Telephone No. ()		Number of years Acquainted	

Name			
Address		City	State Zip Code
Occupation		Relationship to Applicant	
Telephone No. ()		Number of years Acquainted	

Name			
Address		City	State Zip Code
Occupation		Relationship to Applicant	
Telephone No. ()		Number of years Acquainted	

IMPORTANT!

PLEASE READ CAREFULLY BEFORE SIGNING

By signing below, I certify the information furnished by me in this application is true and correct without omissions of any kind. I authorize an inquiry to be made into any information provided or which may be deemed relevant to my consideration for employment. I understand the scope of the inquiry may include dates of employment, information regarding education, periods of unemployment, job progression, salary, attendance, character, qualifications, performance, reasons for leaving, and rehire eligibility.

I authorize all previous employers, schools or other persons having information concerning me to provide such information to the Company or its agents or representatives. I release from all claims or liabilities all previous employers, schools, or other persons providing such information, whether favorable or unfavorable.

If I am offered a position, I understand I will be asked to complete a separate authorization allowing the Company to obtain a consumer report and/or an investigative consumer report regarding my background and, if applicable, my credit history. I further understand I may be required to take a medical examination, when it is job related and consistent with business necessity.

I understand misrepresentation or omission of facts requested on this application will be sufficient cause for cancellation of consideration for my employment or my dismissal if I have been employed by the Company. The fact that I may have performed satisfactorily for any period of time prior to the discovery of such misrepresentation or omission shall not constitute a waiver, abandonment, or bar to the right of the Company to take such action.

I understand, if I am hired, I will be hired for an unspecified period of time and that my employment and compensation will be "at will" and may be terminated at any time by me or by the Company, with or without reason, and with or without notice. I further understand this policy of at-will employment can be changed only by a written contract signed by the President of the Company.

I have read and agree to the above statements. I further understand if I have not been hired by the Company within six months of this application and if I desire to be considered further, I must renew my application.

Date: _____

Signature of Applicant: _____



APPLICATION IDENTIFICATION RECORD

Regulations of the California Fair Employment and Housing Commission require employers to obtain certain information from each job applicant. This form is used to provide each applicant with an opportunity to furnish such information voluntarily. All information provided voluntarily will be used for record-keeping purposes only. Further, such information will be kept separate from the application and an employee's personnel file. Such information will not be used for any discriminatory purposes.

1. Gender: Male Female
2. Position Applied For:
3. Please Check One:
 - Hispanic or Latino
 - White or Caucasian
 - Black or African American
 - Native Hawaiian or Other Pacific Islander
 - Asian
 - Two or More Races
4. National Origin:
5. Date: