



# Application for Employment

*This employer is an equal opportunity employer. This employer does not discriminate on the basis of race, sex (including pregnancy, childbirth, breastfeeding, or related medical conditions), color, national origin, sexual orientation, religion, age, disability, marital status, protected medical condition, gender, gender expression, gender identity, genetic information, or any other basis as defined by state, federal or local law. This employer provides reasonable accommodation to qualified individuals with disabilities in both the hiring process and during employment as required by applicable federal, state and local laws.*

Position(s) applied for \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Location applying for \_\_\_\_\_

How did you find out about this job?  Internet  Employee  Walk-in  Relative  Other \_\_\_\_\_

## Applicant Information

First Name \_\_\_\_\_ Middle \_\_\_\_\_ Last \_\_\_\_\_

Street Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

Are you at least 18 years old? \_\_\_\_\_ If you are under 18 years of age, can you furnish a work permit? \_\_\_\_\_

Are you legally eligible for employment in the U.S.? \_\_\_\_\_ (Proof of U.S. citizenship or immigration status is required if hired.)

List any special skills or training: \_\_\_\_\_

## Employment Information

Are you seeking full time or part time employment? \_\_\_\_\_

What hours and shift(s) would you prefer to work? \_\_\_\_\_

List times you are not available to work: \_\_\_\_\_

Are you willing to work overtime? \_\_\_\_\_ Weekends? \_\_\_\_\_ Holidays? \_\_\_\_\_

If hired, when would you be able to start? \_\_\_\_\_

List any friends or relatives employed by this company: \_\_\_\_\_

Have you ever been discharged or asked to resign from any position? \_\_\_\_\_ If yes, please describe: \_\_\_\_\_

## Education

High School Name: \_\_\_\_\_

Address: \_\_\_\_\_

Degree: \_\_\_\_\_

College Name: \_\_\_\_\_

Address: \_\_\_\_\_

Did you receive a degree? \_\_\_\_\_

Degree & Major: \_\_\_\_\_

## Work History (please begin with most recent)

1. Company \_\_\_\_\_ Phone No. (\_\_\_\_\_) \_\_\_\_\_  
Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_  
Dates of Employment: From \_\_\_\_\_ To \_\_\_\_\_ Salary: Beginning \_\_\_\_\_ Ending \_\_\_\_\_  
Job Title \_\_\_\_\_ Supervisor's Name & Title \_\_\_\_\_  
Describe duties briefly: \_\_\_\_\_  
Specific reason for leaving: \_\_\_\_\_
2. Company \_\_\_\_\_ Phone No. (\_\_\_\_\_) \_\_\_\_\_  
Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_  
Dates of Employment: From \_\_\_\_\_ To \_\_\_\_\_ Salary: Beginning \_\_\_\_\_ Ending \_\_\_\_\_  
Job Title \_\_\_\_\_ Supervisor's Name & Title \_\_\_\_\_  
Describe duties briefly: \_\_\_\_\_  
Specific reason for leaving: \_\_\_\_\_
3. Company \_\_\_\_\_ Phone No. (\_\_\_\_\_) \_\_\_\_\_  
Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_  
Dates of Employment: From \_\_\_\_\_ To \_\_\_\_\_ Salary: Beginning \_\_\_\_\_ Ending \_\_\_\_\_  
Job Title \_\_\_\_\_ Supervisor's Name & Title \_\_\_\_\_  
Describe duties briefly: \_\_\_\_\_  
Specific reason for leaving: \_\_\_\_\_

May we contact the employers listed above? \_\_\_\_\_ If not, list the employers you do not wish us to contact and why:

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## Authorizations & At-Will Employment Agreement

(please read carefully, then sign and date below)

This employer takes very seriously false or misleading information provided by applicants on a job application, resume, and other application related materials, including statements made in job interviews. Any representation made by a job applicant that contains false or misleading information, or omits significant information, will result in employer's refusal to hire the applicant or, if discovered after employment commences, will be grounds for immediate termination of employment. My signature on this application certify that this application was completed by me, and that all information contained in my application is true and correct.

I hereby authorize the references I have listed to provide information to employer relevant to my application for employment, including information regarding my current and/or previous employment. In addition, I hereby agree to release all persons, schools, and employers of any and all claims, demands or liabilities arising out of, or in any way related to such disclosure.

### AT-WILL EMPLOYMENT AGREEMENT

If hired, I understand and agree I may terminate my employment with employer at any time, for any reason or no reason, with or without notice to employer, and that employer may terminate my employment at any time, for any reason or no reason, with or without notice to me. If hired, I understand and agree that my employment with employer is for no specified term. No one other than employer has the authority to alter this policy of "at-will" employment, and that any change of that policy must be in writing and signed by an authorized company representative. This at-will provision supersedes all prior understandings or agreements regarding the nature of any employment relationship with employer.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Name (please print) \_\_\_\_\_