## **Sample Employment Application Form**

PLEASE PRINT ALL
INFORMATION REQUESTED
EXCEPT SIGNATURE

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EXCEPT SIGNAT		LICATION FOR I	EMPLOYME	NT		
PLEASE COMPLETE I	PAGES 1-5.		[	DATE _		
Name						
	Last	First		Middle		Maiden
Present address	Number	Street	City	State	Zip	
How long		Circot	,		·	<b>-</b>
Telephone ()				,		
	age					
	)		No Pr Mon Tue	ef	ailable to work Thur Fri Sat Sun	
How many hours can yo	ou work weekly?		Can	you work	nights?	
Employment desired	□FULL-TIME ONLY	□PART-T	IME ONLY		FULL- OR PAR	T-TIME
When available for worl	</th <th></th> <th></th> <th></th> <th></th> <th></th>					
TYPE OF SCHOOL	NAME OF SCHOOL	LOCATION (Complete ma address)			R OF YEARS PLETED	MAJOR & DEGREE
High School		dadroooj				
College						
Bus. or Trade School						
Professional School						
 Have you ever been co	nvicted of any violation of	law, including mo	ving traffic v	iolations?	P □ No	☐ Yes
If yes, then please prov	•	,	<u> </u>		-	
Describe the Offense	Ç					
Statute / Ordinance (if k	known)	Date of C	harge		Date of Con	viction
County, City, and State	of Conviction:					

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DUICATION FOR EMPLOYMENT	

## APPLICATION FOR EMPLOYMENT

DO YOU HAVE A DRIVER'S LICENSE?									
What is your means of transportation to work?									
□Chauffeu					f issue		☐ Operator	□ Commercial	(CDL)
_	ad any accide ad any movin	-		-		rs?		v many? v Many?	
					_	heck riate Skills			
Typing	□ Yes □ No		WPM		10-key	□ Yes □ No	Word Processing	□ Yes □ No	WPM
Personal Computer	☐ Yes ☐ No	PC Mac							
Please list t	wo reference	s other tha	an relative	s or prev	ious emp	loyers.			
Name						Name			
Position						Position			
Company						Company			
Address _						Address _			
Telephone	()					Telephone	()		
space belov	on form some v to summari: re applying.	etimes ma ze any add	kes it diffic ditional inf	cult for a	n individu necessa	al to adequate ry to describe	ely summarize a c your full qualifica	complete backgro tions for the spec	und. Use the ific position for

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#### APPLICATION FOR EMPLOYMENT

MILI	TARY			
HAVE YOU EVER BEEN IN THE ARMED FORCES? ☐ Yes ☐ No				
ARE YOU NOW A MEMBER OF THE NATIONAL GUARD?	□ Yes □	No		
	ntered			
Specialty Date E	nitered	Discharge Date		
Work Please list your work experience for the past If you were self-employed, give firm name.			ob held.	
Name of employer Address	Name of last supervisor	Employment dates	Pay or salary	
City, State, Zip Code Phone number		From	Start	
		То	Final	
	Your last job title			
Reason for leaving (be specific)	-			
Name of employer Address	Name of last supervisor	Employment dates	Pay or salary	
City, State, Zip Code Phone number		From	Start	
Thore hamber		То	Final	
	Your Last Job Title			
Reason for leaving (be specific)				
List the jobs you held, duties performed, skills used or learned company.	, advancements or pro	omotions while you wo	ked at this	

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Work

### APPLICATION FOR EMPLOYMENT

ten years beginning v ttach additional she	vith your most recent jets if necessary.	ob held.
Name of last supervisor	Employment dates	Pay or salary
	From	Start
	То	Final
Your last job title		
Name of last supervisor	Employment dates	Pay or salary
	From	Start
	То	Final
Your last job title		
advancements or pro	motions while you wo	rked at this

#### **PLEASE READ CAREFULLY**

#### **APPLICATION FORM WAIVER**

In exchange for the consideration of my job application by "the Company", I agree that:

Neither the acceptance of this application nor the subsequent entry into any type of employment relationship, either in the position applied for or any other position, and regardless of the contents of employee handbooks, personnel manuals, benefit plans, policy statements, and the like as they may exist from time to time, or other Company practices, shall serve to create an actual or implied contract of employment, or to confer any right to remain an employee of the Company, or otherwise to change in any respect the employment-at-will relationship between it and the undersigned, and that relationship cannot be altered except by a written instrument signed by the President /General Manager of the Company. Both the undersigned and the Company may end the employment relationship at any time, without specified notice or reason. If employed, I understand that the Company may unilaterally change or revise their benefits, policies and procedures and such changes may include reduction in benefits.

I authorize investigation of all statements contained in this application. I understand that the misrepresentation or omission of facts called for is cause for dismissal at any time without any previous notice. I hereby give the Company permission to contact schools, previous employers (unless otherwise indicated), references, and others, and hereby release the Company from any liability as a result of such contract.

I also understand that (1) the Company has a drug and alcohol policy that provides for preemployment testing as well as testing after employment; (2) consent to and compliance with such policy is a condition of my employment; and (3) continued employment is based on the successful passing of testing under such policy. I further understand that continued employment may be based on the successful passing of job-related physical examinations.

I understand that, in connection with the routine processing of your employment application, the Company may request from a consumer reporting agency an investigative consumer report including information as to my credit records, character, general reputation, personal characteristics, and mode of living. Upon written request from me, the Company, will provide me with additional information concerning the nature and scope of any such report requested by it, as required by the Fair Credit Reporting Act.

I further understand that my employment with the Company shall be probationary for a period of sixty (60) days, and further that at any time during the probationary period or thereafter, my employment relation with the Company is terminable at will for any reason by either party.

Signature of applicant	Date:
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This Company is an equal employment opportunity employer. We adhere to a policy of making employment decisions without regard to race, color, religion, sex, sexual orientation, national origin, citizenship, age or disability. We assure you that your opportunity for employment with this Company depends solely on your qualifications.

Thank you for completing this application form and for your interest in our business.