

EMPLOYMENT APPLICATION

We are an Equal Opportunity Employer. We comply with all applicable Federal, State, and local laws concerning discrimination in employment. No question in this application is intended to elicit information in violation of any such law nor will any information obtained in response to any question be used in violation of any such law.

BACKGROUND INFORMATION

Last Name		First	Middle	Date of Application
Street Address				Home Phone ()
City, State, Zip				How Long at Present Address?
Were you previously employed by this organization?		Department	<input type="checkbox"/> No	Social Security No.
<input type="checkbox"/> Yes, Date (s)				
Have you previously applied for work to this organization?			<input type="checkbox"/> No	Drivers License No. (If applicable)*
<input type="checkbox"/> Yes, Date (s)				
Position Applying For				Wages Desired
Check the following options which you would consider:			In case of emergency notify:	
<input type="checkbox"/> Full-Time	<input type="checkbox"/> Part-Time	<input type="checkbox"/> Temporary	<input type="checkbox"/> Seasonal	<input type="checkbox"/> Co-op
				Phone ()
				Date available for work

EDUCATION AND TRAINING

SCHOOL	NAME AND LOCATION OF SCHOOL	COURSE OF STUDY	NO. OF YEARS COMPLETED	DID YOU GRADUATE	DIPLOMA OR DEGREE
HIGH SCHOOL				<input type="checkbox"/> Yes <input type="checkbox"/> No	
COLLEGE OR UNIVERSITY				<input type="checkbox"/> Yes <input type="checkbox"/> No	
COLLEGE OR UNIVERSITY				<input type="checkbox"/> Yes <input type="checkbox"/> No	
TRADE SCHOOL				<input type="checkbox"/> Yes <input type="checkbox"/> No	
APPRENTICE SCHOOL				<input type="checkbox"/> Yes <input type="checkbox"/> No	

List any other education, training, special skills or certificates/licenses that you possess which are relevant to the position for which you have applied: _____

List any machines or equipment that you are qualified and experienced at operating which are relevant to the position for which you have applied: _____

* Applicable only if job for which you have applied may require driving a motor vehicle.

ADDITIONAL EMPLOYMENT - RELATED INFORMATION

	NAME	RELATIONSHIP
List any relatives or friends working for this organization:	_____	_____
	_____	_____
Can you verify your legal rights to work in the U.S. by providing a birth certificate, proof of U.S. Citizenship, or by some other means?	<input type="checkbox"/> Yes	
	<input type="checkbox"/> No	
If you are under 18, are you able to furnish a work permit?	<input type="checkbox"/> Yes <input type="checkbox"/> No	

Have you been convicted of a crime in the past 7 years, excluding misdemeanors and summary offenses, which has not been annulled, expunged, or sealed by a court? Yes No

If "yes", please describe in detail: _____

(A conviction record will not necessarily be a bar to employment.)

Additional Remarks: _____

APPLICANT'S CERTIFICATION - Please read carefully before signing.

I certify that the answers given by me to the foregoing questions and the statements made by me in this application are correct and complete. I understand that, if I become employed, a misrepresentation or omission of fact in this application may result in my discharge from employment.

I authorize the company, as part of its evaluation of my suitability for employment, to contact all school officials, references, and my previous supervisors to secure information concerning my skills, character, and ability.

I further acknowledge and agree that no manager or representative of the Company has any authority to enter into any employment agreement.

I understand and agree that, if I am employed, I will be an **at-will** employee and the Company may terminate my employment at any time and for any or no reason without prior notice.

Applicant's Signature	Date
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AT WILL EMPLOYMENT POLICY

In the event that the applicant agrees to accept a position with the company, the applicant and the company agree that the employment relationship between the company and the employee is an at will relationship. This means that the employment relationship and compensation can be terminated, with or without cause, and with or without notice at any time, and at the option of either the company or the employee. Please sign after reading to agree upon at will employment.

Signature

Pre-Employment Drug Screen and Background Check

In the event that the applicant agrees to accept a position with the company, there will be a pre-employment drug test and background check completed. This will be scheduled by the company and communicated results to the perspective employee. The results are kept confidential. Please sign as approval to this statement.

Signature