



“AT-WILL” EMPLOYMENT APPLICATION

The Company is an equal opportunity employer and will not discriminate against any applicant on the basis of any characteristic that is protected by local ordinance, state, or federal law.

THE COMPANY IS AN “AT-WILL” EMPLOYER, MEANING THAT EITHER THE EMPLOYER OR EMPLOYEE CAN END THE EMPLOYMENT RELATIONSHIP AT ANY TIME AND FOR ANY OR NO REASON.

(Please Print)

Position Applied for:	Date of Application:
How Did You Learn About Us? <input type="checkbox"/> Advertisement <input type="checkbox"/> Friend <input type="checkbox"/> Walk-In <input type="checkbox"/> Internet <input type="checkbox"/> Employment Agency <input type="checkbox"/> Relative <input type="checkbox"/> Other _____	

Last Name	First Name	Middle Name
Address	City	State Zip Code
Telephone Number(s)	E-mail Address	

If you are under 18 years of age, can you provide required proof of your eligibility to work?

Yes No Not Applicable

Have you ever filed an application with us before? Yes No If Yes, give date: _____

Have you ever been employed with us before? Yes No If Yes, give date: _____

Are you currently employed? Yes No

May we contact your present employer? Yes No

Are you a United States Citizen: Yes No

If no, are you lawfully authorized to work in the United States? Yes No

On what date would you be available to work? _____ Salary Desired: _____

Are you available to work: Full Time Part Time Shift Work Temporary

Are you currently on “layoff” status and subject to recall? Yes No

Can you travel if a job requires it? Yes No

Have you been convicted of, pled guilty or no contest to a crime within the last seven (7) years? Yes No
 A “yes” answer will not necessarily disqualify an applicant from employment.

If Yes, please explain: _____

(cont’d)

This application will remain active for one-hundred-eighty (180) days.

EDUCATION

	Name and Address of School	Course of Study	Years Completed	Diploma Degree
Elementary School				
High School				
Undergraduate College				
Graduate Professional				
Military Training				
Other (Specify)				

Describe any specialized training, apprenticeship, skills and extra-curricular activities.

Licenses / Certifications

Computer Skills
Software Packages:
Typing Speed (WPM):

(cont'd)

EMPLOYMENT EXPERIENCE

Start with your present or last job. Include volunteer activities. Summer positions or position unrelated to the position for which you are applying need not be included. You may exclude organizations that indicate race, color, religion, national origin or ancestry, sex, age (40 or over), disability, genetic information, veteran status, or any other legally protected status under local, state, or federal law.

Employer		
Job Title		
Work Performed		
Dates Employed	From:	To:
Hourly Rate / Salary	Starting:	Ending:
Reason for Leaving		
Address		
Telephone Number		

Employer		
Job Title		
Work Performed		
Dates Employed	From:	To:
Hourly Rate / Salary	Starting:	Ending:
Reason for Leaving		
Address		
Telephone Number		

Employer		
Job Title		
Work Performed		
Dates Employed	From:	To:
Hourly Rate / Salary	Starting:	Ending:
Reason for Leaving		
Address		
Telephone Number		

If you need additional space, please continue on a separate sheet of paper.

(cont'd)

ADDITIONAL INFORMATION

List professional, trade, business, or civic activities and offices held. You may exclude memberships that would reveal race, color, creed, religion, national origin or ancestry, sex, age (40 or over), disability, genetic information, veteran status, or any other legally protected status under local, state, or federal law:

Other qualifications Summarize special job-related skills and qualifications acquired from employment or other experience.

State any additional information you feel may be helpful to us in considering your application.

REFERENCES

Name:
Phone Number:
E-mail Address:
Relationship:

Name:
Phone Number:
E-mail Address:
Relationship:

Name:
Phone Number:
E-mail Address:
Relationship:

APPLICANT'S STATEMENT

I certify that answers given herein are true and complete to the best of my knowledge.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

I understand that this application for employment shall be considered active for a period of time not to exceed one hundred eighty (180) days and that if I wish to be considered for employment beyond this time period, I should inquire as to whether or not applications are being accepted at that time.

I hereby understand and acknowledge that, if hired, my employment relationship with this organization would be of an "AT-WILL" nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time and for any or no reason. It is further understood that this "AT-WILL" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in WRITING BY an authorized executive of this organization.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge or a refusal to hire. I understand, also, that I am required to abide by all rules and regulations of the employer.

I agree, if given a conditional job offer, to submit to a pre-employment medical examination and/or drug testing, and understand that I must meet the qualifications (physical and mental) for the position, with or without reasonable accommodation in order to begin employment.

Signature of Applicant

Date

WE ARE AN "AT-WILL," EQUAL OPPORTUNITY EMPLOYER

FOR HUMAN RESOURCES DEPARTMENT USE ONLY	
Application Reviewed By:	Date:
Arrange Interview: <input type="checkbox"/> Yes <input type="checkbox"/> No	Date: