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## APPLICATION FOR EMPLOYMENT

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Position Applied For: \_\_\_\_\_

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## PERSONAL DATA

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

How did you hear about us?  Advertisement  Employee  Private Employment Agency  Other

Name of Source *(if applicable)* \_\_\_\_\_

May we contact you at work?  Yes  No If yes, work number: \_\_\_\_\_

Date Available:  Full-time  Part-time  Temporary

Can you occasionally work at night or weekends if the job demands it?  Yes  No

Have you been convicted of a felony in the last seven (7) years?  Yes  No

*(such conviction does not necessarily prevent you from employment)*

If yes, please explain: \_\_\_\_\_

Are you legally entitled to work in the United States?  Yes  No

*(Proof of eligibility will be required upon employment within three working days)*

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## EDUCATION

*(List the last 3 schools attended)*

Name: \_\_\_\_\_ Location: \_\_\_\_\_

Years Completed: \_\_\_\_\_ Degree: \_\_\_\_\_

Major: \_\_\_\_\_ G.P.A. \_\_\_\_\_

Name: \_\_\_\_\_ Location: \_\_\_\_\_

Years Completed: \_\_\_\_\_ Degree: \_\_\_\_\_

Major: \_\_\_\_\_ G.P.A. \_\_\_\_\_

Name: \_\_\_\_\_ Location: \_\_\_\_\_

Years Completed: \_\_\_\_\_ Degree: \_\_\_\_\_

Major: \_\_\_\_\_ G.P.A. \_\_\_\_\_

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# EMPLOYMENT EXPERIENCE

**1. Employer:** \_\_\_\_\_ Supervisor: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
Title and Duties: \_\_\_\_\_  
From \_\_\_\_\_ to \_\_\_\_\_ Starting Pay: \_\_\_\_\_ Ending Pay: \_\_\_\_\_  
Why did you leave? \_\_\_\_\_  
May we contact this employer?  Yes  No

**2. Employer:** \_\_\_\_\_ Supervisor: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
Title and Duties: \_\_\_\_\_  
From \_\_\_\_\_ to \_\_\_\_\_ Starting Pay: \_\_\_\_\_ Ending Pay: \_\_\_\_\_  
Why did you leave? \_\_\_\_\_  
May we contact this employer?  Yes  No

**3. Employer:** \_\_\_\_\_ Supervisor: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
Title and Duties: \_\_\_\_\_  
From \_\_\_\_\_ to \_\_\_\_\_ Starting Pay: \_\_\_\_\_ Ending Pay: \_\_\_\_\_  
Why did you leave? \_\_\_\_\_  
May we contact this employer?  Yes  No

**4. Employer:** \_\_\_\_\_ Supervisor: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
Title and Duties: \_\_\_\_\_  
From \_\_\_\_\_ to \_\_\_\_\_ Starting Pay: \_\_\_\_\_ Ending Pay: \_\_\_\_\_  
Why did you leave? \_\_\_\_\_  
May we contact this employer?  Yes  No

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## REFERENCES

List name and telephone number of three business/work references who are not related to you and are not supervisors listed elsewhere on this application. If not applicable, list three school or personal references who are not related to you.

Name \_\_\_\_\_ Phone \_\_\_\_\_ Years Known \_\_\_\_\_

Name \_\_\_\_\_ Phone \_\_\_\_\_ Years Known \_\_\_\_\_

Name \_\_\_\_\_ Phone \_\_\_\_\_ Years Known \_\_\_\_\_

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## ADDITIONAL INFORMATION

*(You may exclude information which would reveal sex, race, religion, national origin, age, color, disability, sexual orientation, or other protected status.)*

Professional, Business, or Civic Activities: \_\_\_\_\_

Other skills or experience: \_\_\_\_\_

List any other information that will help us in considering your application: \_\_\_\_\_

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## SIGNATURE

*(Read Carefully.)* All information provided by me is true and correct to the best of my knowledge. I understand omission or misrepresentations may be cause for rejection or if employed, may be just cause for subsequent dismissal. I hereby authorize any former employer, person, firm, or corporation listed hereon including this company to answer any and all questions and agree to hold all persons harmless for giving any and all truthful information within their knowledge or records. I understand this is a preliminary application and not a contract to employ me. Furthermore, in the event I am employed, my employment shall be completely voluntary and may be terminated at will at any time upon notice by either myself or the company. If employed, I agree to comply with all reasonable rules of the company as a condition of continued employment. In the event the company advances me money or other things of value, or I otherwise become indebted financially to the company, I agree to repay the company and also that any wages due me upon termination may be offset by payroll deduction against any such monies due the company.

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Signature

Date

*We consider applicants for all positions without regard to race, creed, color, national origin, sex, age, disability, marital status, sexual orientation, or citizenship status.*

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