



## WORK EXPERIENCE

Please account for all time for the last five (5) years. Include periods of unemployment and any prior employment by this company. Begin with your most recent job. Use a separate sheet of paper if needed.

Present Employer: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
Address: \_\_\_\_\_  
Dates of Employment: \_\_\_\_\_ Starting Wage: \_\_\_\_\_ Ending Wage: \_\_\_\_\_  
Name & Title of your supervisor: \_\_\_\_\_  
Your Title & Description of your duties: \_\_\_\_\_  
\_\_\_\_\_  
Reason for Leaving: \_\_\_\_\_

Previous Employer: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
Address: \_\_\_\_\_  
Dates of Employment: \_\_\_\_\_ Starting Wage: \_\_\_\_\_ Ending Wage: \_\_\_\_\_  
Name & Title of your supervisor: \_\_\_\_\_  
Your Title & Description of your duties: \_\_\_\_\_  
\_\_\_\_\_  
Reason for Leaving: \_\_\_\_\_

Previous Employer: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
Address: \_\_\_\_\_  
Dates of Employment: \_\_\_\_\_ Starting Wage: \_\_\_\_\_ Ending Wage: \_\_\_\_\_  
Name & Title of your supervisor: \_\_\_\_\_  
Your Title & Description of your duties: \_\_\_\_\_  
\_\_\_\_\_  
Reason for Leaving: \_\_\_\_\_

Previous Employer: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
Address: \_\_\_\_\_  
Dates of Employment: \_\_\_\_\_ Starting Wage: \_\_\_\_\_ Ending Wage: \_\_\_\_\_  
Name & Title of your supervisor: \_\_\_\_\_  
Your Title & Description of your duties: \_\_\_\_\_  
\_\_\_\_\_  
Reason for Leaving: \_\_\_\_\_

## WORK RELATED REFERENCES

Please list two former supervisors and/or associates who are acquainted with your work performance.

Name: \_\_\_\_\_ Working Relationship : \_\_\_\_\_  
 Organization/Title \_\_\_\_\_  
 Home Address: \_\_\_\_\_  
 Home Phone Number: \_\_\_\_\_ Work Phone Number: \_\_\_\_\_

Name: \_\_\_\_\_ Working Relationship : \_\_\_\_\_  
 Organization/Title \_\_\_\_\_  
 Home Address: \_\_\_\_\_  
 Home Phone Number: \_\_\_\_\_ Work Phone Number: \_\_\_\_\_

## GENERAL INFORMATION

Federal law prohibits the employment of unauthorized persons. Should you be hired, satisfactory proof of employment authorization and identity will be required within three (3) working days of hire. Failure to submit such proof within the required time will result in immediate dismissal.

	YES	NO
If hired, can you furnish proof of citizenship or authorization to work?		
If you are under the age of 18 years old, do you have a work permit? <span style="float: right;">[ ] n/a</span>		
If required, would you be willing to work:		
Shifts?		
Weekends?		
Holidays?		
Are you able to perform the essential functions of the job for which you are applying, with or without reasonable accommodations, in a safe or efficient manner?		
Have you ever been convicted of a felony in the past five (5) years?*		
If yes, explain on this form.		
Do you have any relatives or personal friends working for the company?		
If yes, who?		
Relationship?		
Have you ever been refused for fidelity bond?		

\* The existence of any conviction of any crime does not constitute an automatic bar to employment consideration

## MOTOR VEHICLE OPERATION

Is your Drivers License Valid? [ ] YES [ ] NO  
 Have your driving privileges ever been suspended or revoked? [ ] YES [ ] NO  
 Divers License Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_  
 State Drivers License Issued: \_\_\_\_\_ Type or Class of License: \_\_\_\_\_

## SKILLS AND LICENSES

List all office, technical or professional skills and/or certificates, licenses and bilingual ability you possess that is relevant to the position for which you are applying. Be specific, for example, typing 75wpm, Key entry 80 wpm, fluent in Spanish, etc.

---

---

---

---

## MILITARY SERVICE

Were you a member of the military? [ ] YES [ ] NO If yes, give dates: From: \_\_\_\_\_ To: \_\_\_\_\_

Branch of Service: \_\_\_\_\_ Rank or Grade: \_\_\_\_\_

## EDUCATION

Name and Location of School		Number of yrs attended	Did you Graduate?	Subject Studied
High School				
College				
College				
Trade School				
Business School				

### Explanation for any section requiring further information:

---

---

---

---

---

### PLEASE READ THIS SETION BEFORE YOU SIGN THIS EMPLOYMENT APPLICATION FORM.

*I certify that answers given in this application are true and complete to the best of my knowledge. I understand that any false statements on this application could result in my separation from the Company. I understand the employer is not obligated to offer the position to me, even after completing this application or following a job interview. I understand the company has certain rules and procedures which must be followed. I agree that if I am employed I will follow the rules of the company or be subject to disciplinary action. I understand the company is an at-will employer which means that any term of employment is for no definite period of time regardless of the date or payment of wages. If I am employed, such employment may be ended with or without cause. No verbal agreements made during any application or interview process can be relied upon unless such agreements are in writing and signed by an officer of the corporation.*

*I understand if I am hired by the company, my employment is conditional on my ability to provide proof of work authorization and identity as required by Federal Law and the completing of any post-employment requirements of the employer.*

Your Signature: \_\_\_\_\_

Application Date: \_\_\_\_\_