

**APPLICATION FOR EMPLOYMENT**



**PERSONAL INFORMATION**

Name \_\_\_\_\_ Date \_\_\_\_\_  
Last First Middle Initial

Phone \_\_\_\_\_ E-Mail \_\_\_\_\_

Present Address \_\_\_\_\_  
Street City State Zip

Permanent Address \_\_\_\_\_  
Street City State Zip

**EMPLOYMENT DESIRED**

Position Desired \_\_\_\_\_ Date you can start \_\_\_\_\_

Qualifications you have for the position.  
\_\_\_\_\_  
\_\_\_\_\_

**PAST EMPLOYMENT EXPERIENCE** – Applicant please note that your references will be verified. By signing this application form you will authorize this Company to acquire such verification.

List **last three** Employers beginning with the most recent – PLEASE PRINT

#1 \_\_\_\_\_ (\_\_\_\_\_) \_\_\_\_\_  
Business/Reference Name Address: Street City State Zip Phone

Position \_\_\_\_\_ Rate \_\_\_\_\_ Hire Date \_\_\_\_\_ Term. Date \_\_\_\_\_ Reason \_\_\_\_\_

#2 \_\_\_\_\_ (\_\_\_\_\_) \_\_\_\_\_  
Business/Reference Name Address: Street City State Zip Phone

Position \_\_\_\_\_ Rate \_\_\_\_\_ Hire Date \_\_\_\_\_ Term. Date \_\_\_\_\_ Reason \_\_\_\_\_

#3 \_\_\_\_\_ (\_\_\_\_\_) \_\_\_\_\_  
Business/Reference Name Address: Street City State Zip Phone

Position \_\_\_\_\_ Rate \_\_\_\_\_ Hire Date \_\_\_\_\_ Term. Date \_\_\_\_\_ Reason \_\_\_\_\_

**PERSONAL REFERENCES:** Give 3 names of persons not related to you who have known you for at least one year. Give Name, Address (including zip code) and Phone. PLEASE PRINT

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

**Other Information** you would like us to know, if any \_\_\_\_\_

\_\_\_\_\_

NOTE: You are invited to discuss or list any preferences or special needs with your interviewer. There is no guarantee that shifts or days off can be given.

Days of week preferred \_\_\_\_\_ Hours per week desired \_\_\_\_\_

Days or Evenings preferred \_\_\_\_\_

Special Needs, if any, you wish to be considered \_\_\_\_\_

Notify in case of emergency \_\_\_\_\_  
Name Relationship

Phone Address

## POLICY STATEMENTS

**EQUAL EMPLOYMENT:** It is the policy of this Company that an applicant's religion, sex, sexual orientation, national origin, race, creed, color, age, marital status, handicap or veteran's status will not influence hiring, promotion, pay, benefits or any other term or condition of employment. Important factors considered for hiring or potential advancement are attitude, ability, aptitude, motivation, and work quality. This Company promotes equal opportunity.

**POLICY ON HIRING:** It is the policy of this Company to hire only American citizens and Aliens who are authorized to work in the United States. All employees will be required to provide original documents that establish this authorization within three days of their date of hire. Should the documents not be provided within that period of time, the Company has no choice, under the law, but to terminate the employee.

**AT WILL EMPLOYMENT:** it is the policy of this Company that employment and compensation of any employee is at will and can be terminated with or without cause, at any time, at the option of the employee or at the option of the Company. No employee or representative of the Company other than by consensus of three out of four of the management team has any authority to enter into any agreement for employment contrary to the foregoing and then only if in a written, signed document. Neither this application nor the Employee Manual is to be considered a contract of employment.

**CERTIFICATION:** I hereby certify that the facts set forth in the foregoing employment application are true and complete to the best of my knowledge. I understand that falsified statements on this application, in any detail, shall be considered sufficient cause for disqualification from further consideration for hire or dismissal, whenever found.

**APPLICANTS PLEASE TAKE NOTICE:** Employees are entitled to certain Employee discounts based on hours worked per week and/or position. Although discount benefits will commence upon first day of employment, all employees must complete a 90-day "adjustment period."

**AUTHORIZATION:** I hereby authorize this Company to investigate and to inquire into my employment/educational background. I hereby authorize any of my former employers to release information about my character and employment relationship. I agree to hold any employer or person(s) harmless for releasing information regarding my employment, education and character.

**AGREEMENT:** I am aware that the Company has conditions of employment and policies to which I will be subject if selected for employment. I understand that my employment is "At Will". I understand that, unless otherwise specifically agreed to in writing, my employment and compensation can be terminated with or without cause, and with or without notice, at any time, at either the Company's or my option. In this regard, I understand that such employment manuals or handbooks as may be distributed to me during the course of my employment shall not be construed to be a contract.

Signature of Applicant \_\_\_\_\_ Print Name \_\_\_\_\_

Date \_\_\_\_\_ Reviewed by \_\_\_\_\_