# Employment Application

An Equal Opportunity Employer

**Please Print**

Date _____ Last Name _____ First Name _____ Middle _____

Present Address

No. & Street _____ City _____ State _____ Zip Code _____

Permanent Address (if different from present address)

No. & Street _____ City _____ State _____ Zip Code _____

Business Phone _____ Home Phone _____ Email Address _____

**Employment Desired**

Position applying for: _____

**Personal Information**

How did you hear about our company and this job opening? _____

_____

Have you ever applied to or worked for _____ before? ☐ Yes ☐ No

If yes, when? _____

Why are you applying for work at _____ ?

_____

# Employment Application

If hired, would you have a reliable means of transportation to and from work? ..... ☐ Yes ☐ No

Are you at least 18 years old? (If under 18, hire is subject to verification that you are of minimum legal age.) ..... ☐ Yes ☐ No

Are you able to perform the essential functions of the job for which you are applying, either with or without reasonable accommodation? ..... ☐ Yes ☐ No

If no, describe the functions that cannot be performed.

_____

_____

_____

_____

_____

(Note: We comply with the ADA and consider reasonable accommodation measures that may be necessary for eligible applicants/employees to perform essential functions. Hire may be subject to passing a medical examination, and to skill and agility tests.)

We may refuse to hire relatives of present employees if doing so could result in actual or potential problems in supervision, security, safety, or morale, or if doing so could create conflicts of interest.

## Education, Training, and Experience

| School | Name and Address | No. of Years Completed | Did you Graduate? | Degree or Diploma |
|---|---|---|---|---|
| **High School** | _____ Name<br>_____ Address<br>_____ City _____ State _____ Zip Code | _____ | ☐ Yes ☐ No | _____ |
| **College/ University** | _____ Name<br>_____ Address<br>_____ City _____ State _____ Zip Code | _____ | ☐ Yes ☐ No | _____ |

# Employment Application

## Education, Training, and Experience - continued

| School | Name and Address | No. of Years Completed | Did you Graduate? | Degree or Diploma |
|---|---|---|---|---|
| **Vocational/ Business** | Name<br>Address<br>City State Zip Code | | ☐ Yes ☐ No | |
| **Health Care Training** | Name<br>Address<br>City State Zip Code | | ☐ Yes ☐ No | |

## Employment History

List below all present and past employment starting with your most recent employer (last five years is sufficient). You must complete this section even if attaching a resume.

Name of Employer _____ Phone Number _____

Type of Business _____ Your Supervisor's Name _____

Address & Street _____ City _____ State _____ Zip Code _____

Dates of Employment: From _____ To _____

Current Employer ?..... ☐ Yes ☐ No

Your Position and Duties _____

Reason for Leaving _____

May we contact this employer for a reference?..... ☐ Yes ☐ No

# Employment Application

Name of Employer _____ Phone Number _____

Type of Business _____ Your Supervisor's Name _____

Address & Street _____ City _____ State _____ Zip Code _____

Dates of Employment: From _____ To _____

Your Position and Duties _____

Reason for Leaving _____

May we contact this employer for a reference?..... ☐ Yes ☐ No

Note: Attach additional page(s) if necessary.

## References

List below three persons not related to you who have knowledge of your work performance within the last three years.

First Name _____ Last Name _____ Phone Number _____

Address & Street _____ City _____ State _____ Zip Code _____

Occupation _____ No. of Years Acquainted _____

First Name _____ Last Name _____ Phone Number _____

Address & Street _____ City _____ State _____ Zip Code _____

Occupation _____ No. of Years Acquainted _____

First Name _____ Last Name _____ Phone Number _____

Address & Street _____ City _____ State _____ Zip Code _____

Occupation _____ No. of Years Acquainted _____

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**Please Read Carefully, Initial Each Paragraph and Sign Below**

_____
Initials

I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment and that the answers given by me are true and correct to the best of my knowledge. I further certify that I, the undersigned applicant, have personally completed this application. I understand that any omission or misstatement of material fact on this application or on any document used to secure employment shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery.

_____
Initials

I hereby authorize _____ to thoroughly investigate my references, work record, education and other matters related to my suitability for employment (excluding criminal background information) unless otherwise specified above. I further authorize the references I have listed to disclose to the company any and all letters, reports and other information related to my work records, without giving me prior notice of such disclosure. In addition, I hereby release the Company, my former employers and all other persons, corporations, partnerships and associations from any and all claims, demands or liabilities arising out of or in any way related to such investigation or disclosure.

_____
Initials

I understand that nothing contained in the application, or conveyed during any interview which may be granted or during my employment, if hired, is intended to create an employment contract between me and the Company. In addition, I understand and agree that if I am employed, my employment is for no definite or determinable period and may be terminated at any time, with or without prior notice, at the option of either myself or the Company, and that no promises or representations contrary to the foregoing are binding on the company unless made in writing and signed by me and the Company's designated representative.

_____
Initials

In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification document form upon hire.

**The Company will consider qualified applicants, including those with criminal histories, in a manner consistent with state and local "Fair Chance" laws.**

_____ _____

Date Applicant's Signature