



Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_

### **POSITION INFORMATION:**

Position Applying For: \_\_\_\_\_

How did you hear about this job? \_\_\_\_\_

Date you can start: \_\_\_\_\_

Salary Desired: \_\_\_\_\_ Per Hour

Desired hours: \_\_\_\_\_

Part-time? Full-time?

Are you employed now?  Yes  No

May we contact your current employer?  Yes  No

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

Do you have a friend or family member who works for us?  Yes  No

### **EDUCATION**

#### ***High School***

\_\_\_\_\_  
Name and Address

Did you graduate?  Yes  No Attended from \_\_\_\_\_ to \_\_\_\_\_.

If you did not graduate, did you receive your GED?  Yes  No

Special honors or awards: \_\_\_\_\_

#### ***College, Technical, or University***

\_\_\_\_\_  
Name and Address

Did you graduate?  Yes  No Attended from \_\_\_\_\_ to \_\_\_\_\_.

Degree: \_\_\_\_\_ Major: \_\_\_\_\_

Special honors or awards: \_\_\_\_\_

#### ***College, Technical, or University***

\_\_\_\_\_  
Name and Address

Did you graduate?  Yes  No Attended from \_\_\_\_\_ to \_\_\_\_\_.

Degree: \_\_\_\_\_ Major: \_\_\_\_\_

Special honors or awards: \_\_\_\_\_

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_

**EMPLOYMENT HISTORY:**

*Please complete for all previous employers. Use an extra sheet of paper if needed or attach resume.*

**Present or Most Recent Employer**

Employer: \_\_\_\_\_ Address: \_\_\_\_\_

Your Position: \_\_\_\_\_ Salary: \_\_\_\_\_

Duties: \_\_\_\_\_

Dates of Employment: \_\_\_\_\_ to \_\_\_\_\_

Supervisor: \_\_\_\_\_ May we contact?  Yes  No  
Name Title

Reasons for Leaving:

.....

**Prior Employer**

Employer: \_\_\_\_\_ Address: \_\_\_\_\_

Your Position: \_\_\_\_\_ Salary: \_\_\_\_\_

Duties: \_\_\_\_\_

Dates of Employment: \_\_\_\_\_ to \_\_\_\_\_

Supervisor: \_\_\_\_\_ May we contact?  Yes  No  
Name Title

Reasons for Leaving:

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**Prior Employer**

Employer: \_\_\_\_\_ Address: \_\_\_\_\_

Your Position: \_\_\_\_\_ Salary: \_\_\_\_\_

Duties: \_\_\_\_\_

Dates of Employment: \_\_\_\_\_ to \_\_\_\_\_

Supervisor: \_\_\_\_\_ May we contact?  Yes  No  
Name Title

Reasons for Leaving:

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Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_

**SKILLS:**

Please describe any skills you have in the following areas:

Computer:

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.  
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Languages Spoken (other than English):

\_\_\_\_\_

Other:

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.  
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**CERTIFICATION OF APPLICATION**

I hereby certify that my answers and assertions set forth in this application and in any interview are true and complete. I also certify that I have withheld nothing that would, if disclosed, affect this Application or my employment. If I am employed, I understand that any false statements or omissions on this application shall be considered sufficient cause for my dismissal. I hereby authorize this company to investigate any aspect of my prior educational and employment history. I understand that my employment is not guaranteed and will be conditioned on a background check, credit check, verification of references, and/or other predicates.

Furthermore, I understand that if I am hired, employment with this company is at will, which means that either the company or I can terminate my employment at any time and for any reason not prohibited by state or federal law. No implied or actual agreements contrary to the at will nature of my employment are valid unless in writing, signed by the President of the company and myself. Additionally, I understand that no supervisor or representative of the company has the authority to enter into an employment agreement with me other than the President of the company.

I hereby acknowledge that I have read and understand the above statements.

**Signature:** \_\_\_\_\_ **Date** \_\_\_\_\_