

APPLICATION FOR EMPLOYMENT

This company is an Equal Opportunity Employer. We hire according to qualifications and we promote on merit only, without regard to race, color, sex, age, marital status, religion, national origin, Veteran or disability status.

LOCATION		DATE	
LAST NAME	FIRST NAME	MIDDLE INITIAL	
ADDRESS	CITY, STATE	ZIP	
HOME PHONE NUMBER	SOCIAL SECURITY NUMBER		
POSITION APPLYING FOR			
EARNINGS EXPECTED		DATE AVAILABLE	
Are you legally eligible for employment in this country? YES NO	Will you work weekends if the job requires? YES NO	Will you work overtime if required? YES NO	
Are you over age 18? YES NO		Who referred you?	

EMPLOYMENT HISTORY

LIST LAST SEVEN YEARS OF EMPLOYMENT. LIST MOST RECENT EMPLOYER FIRST.
PLEASE COMPLETE EVEN IF YOU HAVE ATTACHED RESUME. (ATTACH SHEET IF NEED
MORE SPACE)

EMPLOYER	JOB TITLE
ADDRESS	TELEPHONE
SUPERVISOR	REASON FOR LEAVING
DATES OF EMPLOYMENT FROM: TO:	BEGINNING SALARY: ENDING SALARY:

SUMMARY OF DUTIES:

EMPLOYER	JOB TITLE
ADDRESS	TELEPHONE
SUPERVISOR	REASON FOR LEAVING
DATES OF EMPLOYMENT FROM: TO:	BEGINNING SALARY: ENDING SALARY:

SUMMARY OF DUTIES:

EMPLOYER	JOB TITLE
ADDRESS	TELEPHONE
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DATES OF EMPLOYMENT FROM:	BEGINNING SALARY:

TO:	ENDING SALARY:
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SUMMARY OF DUTIES:

EMPLOYER	JOB TITLE
ADDRESS	TELEPHONE
SUPERVISOR	REASON FOR LEAVING
DATES OF EMPLOYMENT FROM: TO:	BEGINNING SALARY: ENDING SALARY:

SUMMARY OF DUTIES:

PLEASE EXPLAIN ALL PERIODS OF UNEMPLOYMENT
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EDUCATION

(LIST PERTINENT EDUCATION, STARTING WITH MOST RECENT)

SCHOOL NAME	ADDRESS	YEARS COMPLETED	GRADUATE?		COURSE OF STUDY
			YES	NO	
			YES	NO	

			YES	NO	
			YES	NO	

REFERENCES

LIST THREE BUSINESS REFERENCES WHO ARE OF NO RELATION TO YOU
AND NOT LISTED ABOVE

1.
2.
3.

SKILLS and EXPERIENCE

SUMMARIZE SPECIAL SKILLS AND QUALIFICATIONS APPLICABLE
TO THIS POSITION.

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TRAINING

IF YOU ARE APPLYING FOR A POSITION THAT REQUIRES DRIVING,
INCLUDE YOUR:

DRIVER'S LICENSE NUMBER: _____ STATE _____ EXP. DATE _____

LIST OFFICE OR BUSINESS EQUIPMENT THAT YOU CAN OPERATE, IF RELATED TO THE JOB YOU SEEK:

CLERICAL SKILLS

SHORTHAND SPEED _____ TYPING SPEED _____

DATA ENTRY OR WORD PROCESSING EXPERIENCE:

LIST OTHER OFFICE SKILLS:

LIST EQUIPMENT OR HEAVY EQUIPMENT YOU CAN OPERATE, IF RELATED TO JOB YOU SEEK:

DO YOU HAVE ANY CRIMINAL CHARGES CURRENTLY PENDING AGAINST YOU?

YES NO

IF YES, DESCRIBE IN FULL, INCLUDING ALL RELEVANT DATES:

HAVE YOU EVER BEEN CONVICTED OF A FELONY WITHIN THE LAST SEVEN YEARS?

YES _____ NO _____

***CALIFORNIA APPLICANTS ONLY: A CONVICTION DOES NOT INCLUDE ANY CONVICTION FOR THE OFFENSES INVOLVING MARIJUANA LISTED IN CAL, LABOR CODE 432.8 THAT OCCURED GREATER THAN TWO YEARS FROM THE APPLICATION OF EMPLOYMENT.**

HAVE YOU BEEN RELEASED FROM A TERM OF IMPRISONMENT IMPOSED AFTER EITHER A CONVICTION OR A PROBATION OR PAROLE REVOCATION WITHIN THE LAST SEVEN YEARS?

YES _____ NO _____

IF YES, DESCRIBE IN FULL, INCLUDING ALL RELEVANT DATES

A CONVICTION DOES NOT AUTOMATICALLY ELIMINATE YOU FROM BEING CONSIDERED FOR EMPLOYMENT SINCE THE NATURE OF THE CRIME, HOW RECENTLY IT OCCURED, AND THE TYPE OF JOB YOU ARE SEEKING WILL BE CONSIDERED. IN WISCONSIN, ANY PENDING CRIMINAL CHARGE OR CONVICTION RECORD WILL BE CONSIDERED ONLY TO THE EXTENT THAT PENDING CHARGE AND CONVICTION INFORMATION IS JOB-RELATED.

EMPLOYMENT APPLICATION RELEASE

IT IS UNDERSTOOD AND AGREED THAT ANY MISREPRESENTATION BY ME IN THIS APPLICATION WILL BE SUFFICIENT CAUSE FOR CANCELLATION OF THIS APPLICATION AND/OR SEPARATION FROM THE EMPLOYER'S SERVICE IF I BECOME EMPLOYED. FURTHERMORE, I UNDERSTAND THAT JUST AS I AM FREE TO RESIGN AT ANY TIME, THE EMPLOYER RESERVES THE RIGHT TO TERMINATE MY EMPLOYMENT AT ANY TIME, WITH OR WITHOUT CAUSE AND WITH OR WITHOUT PRIOR NOTION. I UNDERSTAND THAT NO REPRESENTATIVE OF THE EMPLOYER HAS THE AUTHORITY TO MAKE ASSURANCES TO THE CONTRARY.

I ALSO UNDERSTAND THAT NOTHING CONTAINED IN THIS APPLICATION OR THE GRANTING OF AN INTERVIEW IS INTENDED TO CREATE A CONTRACT BETWEEN THE EMPLOYER AND MYSELF FOR EMPLOYMENT OR FOR THE GRANTING OF BENEFITS. NO PROMISES REGARDING EMPLOYMENT HAVE BEEN MADE TO ME, AND I UNDERSTAND THAT NO SUCH PROMISE OR GUARANTEE IS BINDING UPON THE EMPLOYER UNLESS IT IS RECEIVED IN WRITING. I ALSO AFFIRM, SHOULD I BE OFFERED EMPLOYMENT, THAT I AM NOT BOUND BY ANY AGREEMENTS THAT WOULD IN ANY WAY CONFLICT OR RESTRICT ME FROM PERFORMING THE DUTIES OF THE POSITION OFFERED.

I GIVE THE EMPLOYER THE RIGHT TO INVESTIGATE ALL REFERENCES AND TO SECURE ADDITIONAL INFORMATION ABOUT ME, IF JOB RELATED. I HEREBY RELEASE FROM LIABILITY THE EMPLOYER AND ITS REPRESENTATIVES FOR SEEKING SUCH INFORMATION AND ALL OTHER PERSONS, CORPORATIONS OR ORGANIZATIONS FOR FURNISHING SUCH INFORMATION.

IF OFFERED EMPLOYMENT, I WILL UNDERGO A PRE-EMPLOYMENT DRUG TEST AND POSSIBLY A PHYSICAL EXAMINATION, IF REQUIRED BY THE POSITION AND IN ACCORDANCE WITH LOCAL, STATE OR FEDERAL LAW. I UNDERSTAND THAT ANY OFFER OF EMPLOYMENT I MAY RECEIVE IS CONDITIONED UPON THE RESULTS OF THE DRUG TEST AND/OR PHYSICAL EXAMINATION.

THE EMPLOYER IS AN EQUAL OPPORTUNITY EMPLOYER AND AS SUCH DOES NOT DISCRIMINATE IN EMPLOYMENT. NO QUESTION ON THIS APPLICATION WILL BE USED FOR THE PURPOSE OF LIMITING OR EXCLUDING ANY APPLICANT'S CONSIDERATION ON A BASIS PROHIBITED BY LOCAL, STATE OR FEDERAL LAW.

APPLICANT SIGNATURE _____

DATE _____

APPLICANT'S REFERENCE AUTHORIZATION

I HEREBY AUTHORIZE THE ADDRESSED INDIVIDUAL, COMPANY OR INSTITUTION TO FURNISH THE EMPLOYER WITH ANY INFORMATION THEY MAY HAVE CONCERNING ME WHICH THEY HAVE ON RECORD, OR OTHERWISE, AND DO HEREBY RELEASE THE ADDRESSED INDIVIDUAL, COMPANY OR INSTITUTION AND ALL INDIVIDUALS CONNECTED THEREWITH, INCLUDING THE EMPLOYER, FROM ANY LIABILITY FOR ANY DAMAGE WHATSOEVER INCURRED IN FURNISHING SUCH INFORMATION.

APPLICANT'S SIGNATURE _____ DATE _____