



Application for Employment

BACKGROUND CHECKS and DRUG SCREENING sections with instructions and checkboxes.

Thank you for considering applying for a position with our Company. We appreciate your completing this short-form application. If we have a position open with our company and we find from the information you have provided on this form that you may be qualified for that position, we will invite you to complete our entire employment application.

The following must be filled out completely for your application to be considered [Please Print]

PERSONAL INFORMATION:

Name: Last First Middle

Have you ever used another name? Yes No If yes, list name(s):

Social Security # / / Have you ever used another Social Security Number? Yes No

Present Address: Number Street City State Zip

Mailing Address: Number Street City State Zip

Day Telephone Home Telephone

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

Are you at least 18 years old? Yes No

(If under 18, hire is subject to verification that you are of minimum legal age.)

If hired, can you present evidence of your U.S. citizenship or proof of your legal right to live and work in this country? Yes No

(Note: Proof of age and eligibility for employment will be required if you are hired.)

Have you ever been asked to resign from a job? Yes No Please explain:

EMPLOYMENT DESIRED:

Position applying for:

Are you applying for:

Regular full-time work? Yes No Regular part-time work? Yes No Temporary work? Yes No

What days and hours are you available for work? Salary desired?

Would you be available to work overtime, if necessary? Yes No Date you can start? / /

If applying for temporary work, during what period of time will you be available? From / / to / /

Have you ever applied to or worked for our Company before? Yes No If yes, when?

Do you have any friends or relatives working for our Company? Yes No If yes, list name(s) and relationship(s)

Please describe in your own words why you wish a position with our company:

EDUCATION, TRAINING AND EXPERIENCE:

School: Name and Address Years Completed Degree/Diploma Did you Graduate? High School, College/University, Vocational/Business

Do you speak, write, or understand any foreign languages? Yes No If yes, which languages(s):

Do you have any other experience, training, or qualifications which you feel make you especially suited for work at our Company? Yes No
Explain:

Please list any skills you have:

PREVIOUS EMPLOYER(S):

Current Employer: _____ Position: _____
Dates _____ / _____ / _____ to _____ / _____ / _____ Salary(or hourly) Starting: _____ Ending: _____
Duties Performed: _____ Reason for Leaving: _____
Supervisor's Name: _____ Phone Number: _____ May we contact? Yes No

Previous Employer: _____ Position: _____
Dates _____ / _____ / _____ to _____ / _____ / _____ Salary(or hourly) Starting: _____ Ending: _____
Duties Performed: _____ Reason for Leaving: _____
Supervisor's Name: _____ Phone Number: _____ May we contact? Yes No

Previous Employer: _____ Position: _____
Dates _____ / _____ / _____ to _____ / _____ / _____ Salary(or hourly) Starting: _____ Ending: _____
Duties Performed: _____ Reason for Leaving: _____
Supervisor's Name: _____ Phone Number: _____ May we contact? Yes No

REFERENCES:

Name	Address and Phone Number	Business	Years Known

Have you ever, under your name or another name, been convicted of (or pleaded guilty or nolo contendere to) a Felony or Misdemeanor? Yes No

(Do not identify convictions for which the criminal record has been expunged, sealed or eradicated by the court; or, misdemeanor convictions for which any probation has been completed and the case dismissed by the court. In California, pursuant to Section 432.8 of the California Labor Code, please do not provide any information concerning misdemeanor or infraction marijuana convictions that occurred more than two years from today's date and specifically HS11357(b) or (c), HS11360(b), HS11364, HS11365, or HS11550, or HS11550 as they related to marijuana before January 1, 1976 and their statutory predecessors.)

If yes, explain each conviction fully, when, where and of what you were convicted and disposition of the case(s):

(Note: No applicant will be denied employment solely on the grounds that they have been charged, committed or been convicted [or pleaded guilty or nolo contendere to] of a criminal offense; or, solely on an affirmative answer above. The nature of the offense, the date of the offense, the surrounding circumstances and the relevance of the offense to the position(s) applied for will be considered.)

BY MY SIGNATURE, I PROMISE THAT I HAVE PERSONALLY COMPLETED THIS APPLICATION. I DECLARE UNDER PENALTY OF PERJURY THAT THE INFORMATION PROVIDED IN THIS EMPLOYMENT APPLICATION (AND ACCOMPANYING RESUME, IF ANY) IS TRUE AND COMPLETE, AND I UNDERSTAND THAT ANY FALSE INFORMATION OR SIGNIFICANT OMISSIONS MAY DISQUALIFY ME FROM FURTHER CONSIDERATION FOR EMPLOYMENT, AND MAY BE JUSTIFICATION FOR MY DISMISSAL FROM EMPLOYMENT IF DISCOVERED AT A LATER DATE.

Date: _____ / _____ / _____ Signature: [TYPE FULL NAME HERE]

By checking this box I understand typing my full name in the above box constitutes my legal signature

OUR COMPANY IS AN EQUAL OPPORTUNITY EMPLOYER. IT IS THE POLICY OF THIS COMPANY TO CONSIDER ALL JOB APPLICATIONS ON THE BASIS OF MERIT WITHOUT REGARD TO RACE, COLOR, RELIGION, SEX, PREGNANCY, AGE, NATIONAL ORIGIN, ANCESTRY, MARITAL STATUS, VETERAN STATUS, DISABILITY, MEDICAL CONDITION, SEXUAL ORIENTATION, OR ANY OTHER PROTECTED CHARACTERISTIC.