

TO THE APPLICANT: We appreciate your interest in our Firm and assure you that we are interested in your qualifications. A clear understanding of your background and work history will aid us in seeking to place you in a position which in our judgment, best meets your qualifications.

We are an equal opportunity employer and shall consider qualified applicants for all positions without regard to race, color, sex, religion, national origin, age, marital or veteran status, or the presence of a non-job related medical condition or handicap.

DATE: _____

PERSONAL INFORMATION

Name: _____ Telephone: (_____) _____
(Last) (First) (Middle)

Address: _____ City, State & Zip: _____

Are you 18 years or older? Yes No

Are you legally eligible for employment in the U.S.? Yes No

Have you been convicted of a crime? Yes No If so, where, when and nature of the offense: _____

Do you have a valid driver's license? Yes No

List professional, trade, business or civic activities or offices held excluding groups the name or character of which indicate race, color, religion, sex, national origin, handicap, marital or veterans status: _____

Have you been previously employed here? Yes No If yes, date(s): _____

Supervisor's Name(s): _____

Have you filled out an application before? Yes No If yes, date(s): _____

List any friends or relatives working here: _____

What method of transportation will you use to come to work? _____

Do you use illegal drugs? Yes No

EMPLOYMENT DESIRED

Position(s) applied for: _____

Kind of work sought: Full Time Part Time Other: _____

Do you have any special training, skills, qualifications or other experiences that relate to the position(s) applied for: _____

This job requires strenuous activity at times, can you perform the essential functions of this job with or without reasonable accommodation? Yes No

Please describe or demonstrate how you would perform the functions of this job: _____

Salary desired? _____

Date available to start work: _____

Application For Employment

EMPLOYMENT EXPERIENCE

List Current or most recent job first

Employer: _____	From: _____ To: _____
Address: _____	Hourly Rate/Salary: _____
Reason For Leaving: _____	Starting: _____ Final: _____
Work Performed: _____	Job Title: _____
_____	_____
Employer: _____	From: _____ To: _____
Address: _____	Hourly Rate/Salary: _____
Reason For Leaving: _____	Starting: _____ Final: _____
Work Performed: _____	Job Title: _____
_____	_____
Employer: _____	From: _____ To: _____
Address: _____	Hourly Rate/Salary: _____
Reason For Leaving: _____	Starting: _____ Final: _____
Work Performed: _____	Job Title: _____
_____	_____
Employer: _____	From: _____ To: _____
Address: _____	Hourly Rate/Salary: _____
Reason For Leaving: _____	Starting: _____ Final: _____
Work Performed: _____	Job Title: _____
_____	_____

PROFESSIONAL REFERENCES

Name

Address

Telephone

EDUCATION

Name/Location	Years Completed	Diploma Degree	Courses of Study
High School			
College			
Graduate			
Vocational			

Other educational training: _____



PERSONAL REFERENCES

(Do not include relatives or former employers)

Name

Address

Telephone

MILITARY SERVICE RECORD

Have you had any experience in the Armed Forces of the United States or in a State National Guard?

Yes No If yes, what branch? _____

Rank at discharge: _____ Date of discharge: _____

Are you in the reserves? Yes No If yes, date obligation ends: _____

Special/technical training: _____

AUTHORIZATION AND UNDERSTANDING

Upon the signing of this application, I represent that all of the information now or hereafter given by me in support of my application for employment is true and complete. I authorize you to verify any of the information concerning my employment, education, or medical history with the appropriate individuals, companies, institutions or agencies and I authorize them to release such information as you require, including my prior disciplinary employment record, without any obligation to give me written notice of such disclosure. I hereby release you and them from any liability whatsoever as a result of any such inquiries and disclosures. I agree that any false information in support of my application may subject me to discharge at any time during the period of my employment.

If hired, I agree I will serve at the will of the firm and I agree that I shall be bound by the rules, policies, regulations and terms and conditions of employment of the firm as they are from time-to-time changed with or without notice to me. I agree that either party may terminate the employment relationship, with or without cause, at any time for any reason. I hereby authorize the firm to deduct from each and every period of my pay any amounts necessary to offset any damages caused by me or the value of property or money entrusted to me by, or owed by me to the firm during the course of my employment. I agree that these arrangements may only be altered in writing directed to me personally by the President of the firm. I further agree that if I should bring any action or claim arising out of my employment against the firm in which the firm prevails, I will pay to the firm any and all costs incurred by the firm in defense of said claims or actions, including attorney's fees. I further agree that my employment is conditional until such time as the results of my pre-employment physical (if such physical is required) are known.

Signature

