



**List below all present and past employment, beginning with your most recent**

Name and Address of Company and Type of Business	From		To		Describe the work you did	Weekly Starting Salary	Weekly Last Salary	Reason for Leaving	Name of Supervisor
	Mo.	Yr.	Mo.	Yr.					
Telephone									

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Telephone									

May we contact your former employer listed above ? \_\_\_\_\_ If not, indicate by No. which one(s) you do not wish us to contact \_\_\_\_\_

**MILITARY SERVICE RECORD**

Were you in the U.S. Armed Forces? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, what Branch? \_\_\_\_\_

Dates of duty: From \_\_\_\_\_ To \_\_\_\_\_ Rank at discharge \_\_\_\_\_  
Month Day Year Month Day Year

List duties in the service including special training \_\_\_\_\_  
 \_\_\_\_\_

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**REFERENCES**

Please list at least 2 personal and 2 professional references. These references will be contacted. You must sign the last page of this application authorizing our contact of these references along with your former employers.

**Personal References ( No relatives please)**

Name and Occupation	Address	Phone Number
1.		
2.		
3.		
4.		

**Professional References**

Name and Occupation	Address	Phone Number
1.		
2.		
3.		
4.		

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1. What would your goals and objectives be for this position? What skills and experience do you have which would help to accomplish these objectives?

*If additional space is required please use extra pages*

**PLEASE READ CAREFULLY APPLICANT'S CERTIFICATION AND AGREEMENT**

This Employment Application will remain active for thirty (30) days. If you are hired by the Company, you will be required to attest to your identity and employment eligibility, and to present documents confirming your identity and employment eligibility. You cannot be hired if you cannot comply with these requirements.

As required by the Americans with Disabilities Act: During the interview process you may be asked about your ability to perform job-related functions. If you are made a conditional offer of employment you may be required to complete a post-job offer medical history questionnaire and/or undergo a medical examination. All candidates for the same job will be subject to the same medical history questionnaire and/or undergo a medical examination, and all such information obtained derived therefrom or related thereto will be kept confidential and in separate files.

I hereby certify that the information and facts in this Application (and in any related documents or interview, if any) are true and complete to the best of my knowledge. I understand that any false or misleading statement, omission, or misrepresentation on this application is sufficient cause for refusal to hire, or grounds for dismissal if I have been employed, no matter when discovered by the Company.

I understand that any employment is conditioned on a comprehensive background check. I expressly authorize the Company, its agents and representatives to thoroughly investigate all statements, references, and information contained in this Application and in any related documents or made in an interview, if any, and in connection therewith to contact all personal and professional references, schools, current or former employers and/or co-workers, and all other persons deemed necessary by the Company. I hereby authorize any person, school, current or prior employer or co-worker, and personal and professional references to provide any information or opinion requested by the Company, its agent and representatives in connection with my Application, including but not limited to information regarding my former employment, character, general reputation and suitability as an applicant, without giving me prior notice of such disclosure. In addition, I hereby release the Company, any current or former employers and all references from any and all claims, demands, or liabilities in making such statements or arising out of the investigation or disclosure.

I understand and agree that nothing contained in this Application or any relate documents or conveyed during my interview, if any, is intended to or shall serve to create an actual or implied contract of employment. I further understand and agree that if I am hired, my employment will by "at will" and without fixed term, and may by terminated at any time, with or without cause and without prior notice, at the option of either myself or the Company. No promises regarding employment have been made to me, and I understand that no such promise or guarantee is binding upon the Company unless made in writing.

I recognize and acknowledge that the Company is fully committed to a work place free from illegal drugs and persons who abuse drugs. I further recognize and acknowledge that drug and/or alcohol use would significantly impair my ability to perform job-related functions for the Company and may cause severe injuries to myself or others. I acknowledge that applicants for employment may be required to successfully complete a pre-employment substance abuse screening prior to any final offer. If employed, whether or not I was required to take a pre-employment drug screen test, I agree to submit to a drug test at any time deemed appropriate by the Company and as permitted by law. I consent to such testing and I request that the examining doctor disclose to the Company the results of the examination, which results shall remain confidential and segregated from my personnel file.

In addition, if I am applying for a position whose job duties include operation of a motor vehicle, or if I am hired and at any time during my employment the use and operation of a motor vehicle becomes a necessary function of my job, I hereby authorize the Company, its agents and representatives to thoroughly investigate my driving record, including but not limited to obtaining a motor vehicle history or record. I agree to provide all necessary assistance to the Company to facilitate its investigation.

I understand that the completion, submission and acceptance of this Application for Employment does not indicate there is a position open and does not obligate the Company to hire. If hired, I agree to abide by all Company work rules, policies, and procedures. The Company retains the right to revise its policies or procedures, in whole or in part, at any time.

**THIS APPLICATION MUST BE SIGNED AND DATED IN ORDER TO BE PROCESSED.**

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Social Security No.\*

\_\_\_\_\_  
Date of Birth\*

**\*This data is required for background checks**