

Application for Employment

Short Form

Date _____



Instructions: It is the policy of the company to provide equal opportunity with regard to all terms and conditions of employment. The company complies with federal and state laws prohibiting discrimination on the basis of race, color, religion, sex, national origin, disability, veteran status, age, or any other protected characteristic.

Name _____
LAST FIRST MIDDLE

Address _____
STREET

CITY STATE ZIP CODE Phone () _____

Social Security # _____

Position applied for _____

Desired Salary \$ _____

Special training or skills (languages, machine operation, etc.) that would benefit you in the job for which you are applying:

Would you accept full-time work? ☐ Yes ☐ No

Would you accept part-time work? ☐ Yes ☐ No

On what date would you be available for work? _____

Have you ever been employed here? ☐ Yes ☐ No

If yes, dates: _____

Are you legally eligible for employment in the United States?
(If yes, proof is required if hired.) ☐ Yes ☐ No

FOR OFFICE USE ONLY:

Applicant number _____

Employee number _____

Position _____

Hire date ____ / ____ / ____ Rate _____

Class _____ Skill _____

Other _____

Notes _____

Attachments:

- ☐ Resumé
- ☐ Applicant reference check
- ☐ Applicant interview
- ☐ Payroll change notice
- ☐ Employee data card

Educational Background

CDL License? Y or N Class _____

High School: _____ Location _____

Course of study _____ Did you graduate? ☐ Yes ☐ No Degree or diploma _____

College: _____ Location _____

Course of study _____ Did you graduate? ☐ Yes ☐ No Degree or diploma _____

Graduate School: _____ Location _____

Course of study _____ Did you graduate? ☐ Yes ☐ No Degree or diploma _____

Vocational Training/Other: _____ Location _____

Course of study _____ Did you graduate? ☐ Yes ☐ No Degree or diploma _____

Continuing Education: _____

Employment Experience

Place an **X** by the employer(s) you **DO NOT** want us to contact. List your most recent employer first.

☐ Employer _____ Contact Name _____
Address _____ Phone (____) _____
Job Title _____
Dates employed: from (mm/yy) ____/____/____ to (mm/yy) ____/____/____ Hourly rate/salary: starting ____/____/____ final ____/____/____
Reason for leaving _____

☐ Employer _____ Contact Name _____
Address _____ Phone (____) _____
Job Title _____
Dates employed: from (mm/yy) ____/____/____ to (mm/yy) ____/____/____ Hourly rate/salary: starting ____/____/____ final ____/____/____
Reason for leaving _____

☐ Employer _____ Contact Name _____
Address _____ Phone (____) _____
Job Title _____
Dates employed: from (mm/yy) ____/____/____ to (mm/yy) ____/____/____ Hourly rate/salary: starting ____/____/____ final ____/____/____
Reason for leaving _____

PERSONAL REFERENCES (Not former Employers or Relatives)

Name and Occupation	Address	Phone Number
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_____	_____	_____
_____	_____	_____
_____	_____	_____

I certify that all the information submitted by me on this application is true and complete, and I understand that if any false or misleading information, omissions or misrepresentations are discovered, my application may be rejected, and if I am employed, my employment may be terminated at any time.

If hired, I agree to conform to the company's rules and regulations, and I understand that these rules and/or the employee handbook do not form a contract of employment either expressed or implied, and I agree that my employment and compensation can be terminated, with or without cause and with or without notice, at any time, at either my or the company's option.

I also understand and agree that the terms and conditions of my employment may be changed, with or without cause and with or without notice, at any time by the company. I understand that no company representative, other than its president, and then only when in writing and signed by the president, has any authority to enter into any agreement for employment for any specific period of time, or to make any agreement contrary to the foregoing.

I expressly authorize, without reservation, the employer, its representatives, employees or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, resumé or job interview. I hereby waive any and all rights and claims I may have regarding the employer, its agents, employees or representatives, for seeking, gathering and using truthful and non-defamatory information, in a lawful manner, in the employment process and all other persons, corporations or organizations for furnishing such information about me.

I understand that this application remains current for only 30 days. At the conclusion of that time, if I have not heard from the employer and still wish to be considered for employment, it will be necessary for me to reapply and fill out a new application.

Applicant's signature _____ Date ____/____/____