

# Application for Employment



Hire Date: \_\_\_\_\_

## PERSONAL INFORMATION

### Present Address:

Street: \_\_\_\_\_

\_\_\_\_\_

City: \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_

### Permanent Address:

Street: \_\_\_\_\_

\_\_\_\_\_

City: \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone: \_\_\_\_\_ Mobile Phone: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Employment Desired:    Full time            Part time            Temp.            Seasonal

Position Desired: \_\_\_\_\_ Date available to start work: \_\_\_\_\_

Are you employed now?    Yes    No    If so, may we contact your present employer?    Yes    No

Have you ever applied with this company before?    Yes    No    If so, when? \_\_\_\_\_

Are you on layoff and subject to recall?    Yes    No    Will you travel if required?    Yes    No

Will you relocate if the job requires it?    Yes    No    Will you work overtime if required?    Yes    No

Are you able to meet the attendance requirements of this position?    Yes    No

Have you ever been bonded?    Yes    No

Have you ever been convicted of a felony in the past seven years?    Yes    No.

Such conviction may be relevant if job related, but does not bar you from employment.

If yes, explain: \_\_\_\_\_

\_\_\_\_\_

Summarize special skills and qualifications acquired from employment or other experiences that may qualify you to work with the company \_\_\_\_\_

\_\_\_\_\_

**EDUCATION**

Education	Name and Location of School	# of Years Attended	Did You Graduate?	Subjects Studied
Academic	Currently Attending			
	Last Completed			
Business Trades	Currently Attending			
	Last Completed			

**EMPLOYMENT**

Name and Address of Employer	Date (Month and Year)	Salary	Position Held	Reason for Leaving
	From: _____ To: _____			
	From: _____ To: _____			
	From: _____ To: _____			

**REFERENCES:**

List three persons not related to you to whom you have known for at least one year:

- 1) \_\_\_\_\_
- 2) \_\_\_\_\_
- 3) \_\_\_\_\_

**LANGUAGES:**

List any foreign language(s) you speak and describe your skill level:

- |          |                |                |            |
|----------|----------------|----------------|------------|
| 1) _____ | Read and write | Read and speak | Speak only |
| 2) _____ | Read and write | Read and speak | Speak only |
| 3) _____ | Read and write | Read and speak | Speak only |

**In case of emergency contact:**

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Name	Address	Relationship	Phone
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**CONDITIONS OF EMPLOYMENT - Please read carefully**

**Initial**

\_\_\_\_\_ Reporting to work with impaired abilities; or the possession, consumption or distribution of drugs or alcohol on company premises and/or work-sites, shall be grounds for disciplinary action, including discharge. A condition of employment includes willingness on the part of the applicant or employee to agree to physical examination, polygraph and/or substance testing, if required by the company. We are committed to operating a drug free workplace. Violations of our drug and alcohol policy will result in dismissal.

\_\_\_\_\_ It is understood and agreed upon 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 have been employed. Furthermore, I understand that just as I am free to resign anytime, the employer reserves the right to terminate my employment at any time, with or without cause and without prior notice. I understand that no representation of the employer has the authority to make any assurances to the contrary.

\_\_\_\_\_ I give the Employer the right to investigate all police, driving and personal records and references, 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.

\_\_\_\_\_ The Employer is an Equal Opportunity Employer. The Employer does not discriminate in employment and no question on this application is used for purpose of limiting or excusing any applicant's consideration for employment on a basis prohibited by local, state or federal law.

\_\_\_\_\_ Any controversy of any kind arising between the parties under this agreement or otherwise (or any agent, officer, director or affiliate of any party), including but not limited to common law, statutory, tort or contract claims, will be submitted to mediation and failing settlement in mediation, to binding arbitration. Unless otherwise agreed, a mediation and arbitration designated by staff professions will govern any mediation and arbitration. The parties will select the mediator or arbitrator from the designated company. Panel of mediators will notify the designated company, in writing, to initiate the selection process. The arbitration will be subject to and governed by the provisions of the Federal Arbitration Act.9 U.S.C Section 1-et seq. The parties hereto stipulate that this agreement involves matters affecting interstate commerce.

\_\_\_\_\_ This application is current for 60 days. At the conclusion of this time, if I have not heard from the Employer and still wish to be considered for employment, it will be necessary to fill out a new application

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Signature of Applicant	Date
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**Agency management notes:** \_\_\_\_\_