



## APPLICATION FOR EMPLOYMENT

Our Company is committed to a policy of Equal Employment Opportunity and will not discriminate against an applicant or employee on the basis of race, color, creed, religion, national origin, ancestry, citizenship status, sex, gender/gender identity, political affiliation, sexual orientation, age, disability, marital status, veteran status, genetic information or any other characteristic protected by applicable federal, state or local laws, regulations or ordinances.

Applicants with disabilities may be entitled to reasonable accommodation under the terms of the Americans with Disabilities Act and certain state or local laws. A reasonable accommodation is a change in the way things are normally done which will ensure an equal employment opportunity without imposing undue hardship on the Company. Please inform the Company's human resource representative if you need assistance completing any forms or to otherwise participate in the application process.

Date of Application: \_\_\_\_\_

### PERSONAL INFORMATION

First Name	M.I.	Last Name	
Present Address	City	State	Zip Code
Telephone	Email Address:		
How long have you lived at this address?			

### EMPLOYMENT DESIRED

Position(s) Applied For:	Type of Employment Desired: <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Temporary
Have you ever worked for our firm before? <input type="checkbox"/> Yes <input type="checkbox"/> No	If Yes, When <input type="checkbox"/> Office <input type="checkbox"/> Supervisor
Reason for Leaving:	
Do you have a relative who is already employed at the Company?	<input type="checkbox"/> Yes <input type="checkbox"/> No If so, whom?
How did you hear about us?	

### EDUCATION

High School Name & Location	Grade Completed <input type="checkbox"/> 9 <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 12/GED
Major Course of Study, if applicable	
College Name & Location	Years Completed <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4
Major Course of Study/Degree Earned	
Technical, Vocational, Business, Graduate School or Military Training	Major Course of Study/Degree Earned
Any Other Job-Related Training	Major Course of Study/Degree Earned

**EMPLOYMENT HISTORY** - List your past work experience **starting with your present employer** over the past 10 years. You may include as part of your employment history any verified work performed on a volunteer basis.

Have you ever been fired or asked to resign? <input type="checkbox"/> Yes <input type="checkbox"/> No	Are you currently employed? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If Yes, please explain:		
Dates of Employment: From _____ To _____	Job Title _____	Starting Salary _____
Employer _____	Supervisor _____	Ending _____
Address _____	Telephone _____	
Briefly describe your job duties and work experience:		

Reason for leaving:

May we contact your present employer at this time? ☐ Yes ☐ No

If 'No', please state the reason:

Dates of Employment: From	To	Job Title	Base Salary
Employer		Supervisor	
Address		Telephone	

Briefly describe your job duties and work experience:

Reason for leaving:

Dates of Employment: From	To	Job Title	Base Salary
Employer		Supervisor	
Address		Telephone	

Briefly describe your job duties and work experience:

Reason for leaving:

Have you signed or otherwise agreed to any non-solicitation, non-competition, or other similar agreement with any current or prior employer? ☐ Yes ☐ No

Are you 18 years or older? ☐ Yes ☐ No

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

Do you have any driving restrictions? ☐ Yes ☐ No If yes, please list \_\_\_\_\_

Are you legally authorized to work in the United States? ☐ Yes ☐ No

Will you now or in the future require sponsoring for employment visa status (e.g., H-1B visa status)? ☐ Yes ☐ No

(Note: If hired, you must complete Section 1 on Form I-9 required by the U.S. Immigration and Naturalization Service no later than first day of work and provide the documentation required by Section 2 no later than three (3) business days after you start work.

Have you ever been convicted of a felony? ☐ Yes ☐ No

If so, please describe fully the criminal conviction(s) listing the nature of the offense, the date of the offense, and your rehabilitation since the conviction(s). A conviction does not automatically mean you will not be offered a job. What you were convicted of, the circumstances surrounding the conviction and how long ago the conviction occurred are important considerations in determining your eligibility. Give all the facts, so that a fair decision can be made.

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### **CERTIFICATION – PLEASE READ CAREFULLY**

I consent to and authorize the employer, or credit reporting, driving record, or other agency, to contact my former employers, and any and all other persons and organizations for information bearing upon my qualifications for employment. I further authorize the listed employers, schools and all other persons and organizations from whom information is sought to give the employer (without further notice to me) any and all information about my previous employment and education, along with other pertinent information they may have, and hereby waive any actions which I may have against all such parties, including the company and its management, relating to the disclosure of such information. Also, I understand my employment is contingent on the employer receiving satisfactory references and background information, and as required, successful completion of a medical examination, including a drug test.

**I expressly agree and understand that, if employed, my employment, having no specified term, is based upon mutual consent and may be terminated at will, with or without cause, by either party (the employer or me) without prior notice to the other. I also understand that this aspect of my employment may not change absent an individual written agreement signed by both me and the employer's top official. This application does not constitute an agreement or contract for employment for any specified period or definite duration.**

I certify, under penalty of perjury, that all of the above information is **true and complete**, and I have not withheld any information that might adversely affect my chances for employment. I understand that any falsification or omission of information may result in denial of employment or, if hired, may result in termination regardless of the time lapse before discovery. I further certify that I have personally completed this application.



Applicant Signature: \_\_\_\_\_

Date \_\_\_\_\_