



# Employment Application

## PERSONAL INFORMATION: (Please print clearly)

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Full Name: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_ Alt Phone: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Are you 18 years of age?  Y or  N Would you have transportation to/from work?  Y or  N

Have you ever applied/worked for this Company?  Y or  N If yes, explain & include date: \_\_\_\_\_

Do you know anyone working for this Company?  Y or  N Whom: \_\_\_\_\_

Are you a citizen of the United States?  Y or  N If no, are you authorized to work in the US?  Y  N

Are you willing to submit to and pass a controlled substance test?  Y or  N

Are you able to perform the essential functions of the job for which you are applying, with/without reasonable accommodation?  Y or  N If no, describe the functions that cannot be performed \_\_\_\_\_

Have you ever been convicted of a criminal offense (felony or misdemeanor)?  Y or  N If yes, please describe the nature of the crime(s), when and where convicted and disposition of the case. \_\_\_\_\_

*(Note: No applicant will be denied employment solely on the grounds of conviction of a criminal offense. The date of the offense, the nature of the offense, including any significant details that affect the description of the event, and the surrounding circumstances and the relevance of the offense to the position(s) applied for may, however, be considered.)*

What "16personalities.com" are you? \_\_\_\_\_ (We use this information to access with our culture)

## EMPLOYMENT POSITIONS

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Position: \_\_\_\_\_ Date you can Start: \_\_\_\_\_

Full-time work?  Y or  N Part-time work?  Y or  N Temporary work?  Y or  N

What days and hours are you available? \_\_\_\_\_

Salary desired: \$ \_\_\_\_\_

## EDUCATION, TRAINING, and EXPERIENCE

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**High School:** \_\_\_\_\_ Location: \_\_\_\_\_  
Years Completed: \_\_\_\_\_ Did you graduate? ( ) Y or ( ) N Diploma: \_\_\_\_\_

**College/University:** \_\_\_\_\_ Location: \_\_\_\_\_  
Years Completed: \_\_\_\_\_ Did you graduate? ( ) Y or ( ) N Degree: \_\_\_\_\_

**Other:** \_\_\_\_\_ Location: \_\_\_\_\_  
Years Completed: \_\_\_\_\_ Did you graduate? ( ) Y or ( ) N Degree: \_\_\_\_\_

**Military Branch:** \_\_\_\_\_ Rank: \_\_\_\_\_ Years of Service: \_\_\_\_\_  
Skills/duties: \_\_\_\_\_ Related details: \_\_\_\_\_

## EMPLOYMENT HISTORY

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Are you currently employed? ( ) Y or ( ) N May we contact your current employer? ( ) Y or ( ) N

List employment from current to previous positions. Please account for all periods of unemployment. *Even if you have attached a resume, this section must be completed.*

Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Business Type: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
Dates of Employment: \_\_\_\_\_ Wage: \_\_\_\_\_ Position: \_\_\_\_\_  
Reason for Leaving: \_\_\_\_\_  
May we contact this employer for references? ( ) Y or ( ) N

Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Business Type: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
Dates of Employment: \_\_\_\_\_ Wage: \_\_\_\_\_ Position: \_\_\_\_\_  
Reason for Leaving: \_\_\_\_\_  
May we contact this employer for references? ( ) Y or ( ) N

Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Business Type: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
Dates of Employment: \_\_\_\_\_ Wage: \_\_\_\_\_ Position: \_\_\_\_\_  
Reason for Leaving: \_\_\_\_\_  
May we contact this employer for references? ( ) Y or ( ) N

## REFERENCES

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List below 4 people who have **knowledge of your work performance** within the last four years. Please include at least **3 professional references and 1 personal**. Please use **people different than your Employment History and do not use immediate family**. On Relation, please put how you know them.

Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Occupation: \_\_\_\_\_ Number of Years Acquainted: \_\_\_\_\_ Relation: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Occupation: \_\_\_\_\_ Number of Years Acquainted: \_\_\_\_\_ Relation: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Occupation: \_\_\_\_\_ Number of Years Acquainted: \_\_\_\_\_ Relation: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Occupation: \_\_\_\_\_ Number of Years Acquainted: \_\_\_\_\_ Relation: \_\_\_\_\_

## Additional Information

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Foreign Languages?  Y or  N If yes, which languages do you consider yourself fluent in? \_\_\_\_\_

Do you have any other experience, training, qualifications, or skills which you feel should be brought to our attention, in the case that they make you especially suited for working with us?  
 Y or  N If yes, please explain \_\_\_\_\_

## Please Read and Initial Each Paragraph, then Sign Below

I certify that I have not purposely withheld any information that might adversely affect my chances for hiring. I attest to the fact that the answers given by me are true & correct to the best of my knowledge and ability. I understand that any omission (including any misstatement) of material fact on this application or on any document used to secure can be grounds for rejection of application or, if I am employed by this company, terms for my immediate expulsion from the company. \_\_\_\_\_

I understand that if I am employed, my employment is not definite and can be terminated at any time either with or without prior notice, and by either me or the company. \_\_\_\_\_

I permit the company to examine my references, record of employment, education record, and any other information I have provided. I authorize the references I have listed to disclose any information related to my work record and my professional experiences with them, without giving me prior notice of such disclosure. In addition, I release the company, my former employers & all other persons, corporations, partnerships & associations from any & all claims, demands or liabilities arising out of or in any way related to such examination or revelation. \_\_\_\_\_

**Applicant's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_