

Employment Application (Form)

If you need any help to fill this application, please notify the person who gave you this form. Every effort will be made to have someone help you in the reasonable amount of time.

Equal Opportunity Policy: It is our policy to seek to employ the best-qualified personnel and to provide equal opportunity for the advancement of associates, including upgrading, promotion and training; and to administer these activities in a manner which will not discriminate against any person because of race, color, religion, age, sex, national origin, physical or mental handicap.

Nothing in this application is intended to create or imply a contractual relationship; if hired, your employment will be "at-will", meaning you may leave voluntarily any time and the employer may terminate your services with or without advance notice anytime in the future. While employment policies may change from time to time, only a written agreement signed by the company's president can change the employee's at-will status.

By your signature below you release the potential employer to obtain either directly or through its agents any information Obtainable from law enforcement, state agencies, credit institutions, past employers, insurance companies or other companies that may be needed to furnish information relative to the responses you give on this application or in subsequent interviews

Any offers of employment are contingent upon the successful completion of an alcohol / drug test and background screening, the results of which are satisfactory to the company.

Signature of applicant _____ Date: _____

Personal Information:

Date of Birth : _____ Social Security Number: _____

Name: _____ Phone #: _____
Last First Middle

Present Address: _____

E-Mail Address: _____

Previous Address: _____

Referred by: _____

Employment Desired

Position: _____ Date you can start: _____ Salary Desired: _____

Are you employed now? _____ If so can we contact them? _____ Telephone #: _____

Ever applied to this company before? Yes No If so where and when: _____

*****To be completed by the hiring supervisor or manager*****

Property Name: _____ Property # _____ Department _____ Position: _____

Start Date: _____ Status: _____ EEOC Code: _____ Wages: _____ Hr or Salary

Approved: _____ Date: _____ HR Approval: _____

Sen date: _____ Job code: _____ w/c code: _____ Sui code: _____

Local tax 1: _____ Local tax 2: _____



Former Employers: List below your last four employers, starting dates, pay, start with last one first.

Date Month Year	Name and Address of Emp Include name of supervisor	Telephone number	Hourly Wages	Past Position	Reason for Leaving
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References: List the names of three persons not related to you, whom you have known for at least one year.

Name	Address	Years known	Business	Telephone #
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Education

Name and location of school	Circle years completed 1 2 3 4	Graduate Yes or No	Subjects Studied or Degree received
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High School

College

Trade School

Subjects of special study, Interest and / or hobbies:

I attest the information I have provided on the application is truthful and without omissions. I understand false or misleading statements or material are grounds to terminate the hiring process or employment whenever discovered. I will volunteer information about any criminal convictions in the application / interview process.

Signature of Applicant: _____ Date: _____

