



# APPLICATION FOR EMPLOYMENT

<p><b>PRESENT OR MOST RECENT POSITION:</b></p> <p>Employer _____ Telephone _____</p> <p>Address _____ Street _____ City _____ State _____</p> <p>Name and title of Supervisor: _____</p> <p>Your position title: _____</p> <p>Job duties: _____ _____</p>	<p>May we contact this employer for a reference? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>From: Month _____ Year _____ To: Month _____ Year _____</p> <p>Start Rate: \$ _____ Per _____ Final Rate: \$ _____ Per _____</p> <p>Starting Position: _____ Other Positions Held: _____</p> <p>Reason for Leaving: _____</p>
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## U.S. MILITARY EXPERIENCE

Branch of Service _____ From _____ To _____ Grade of Rank at Discharge _____ Occupational Specialization _____ Special/Technical Training, if applicable _____
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## EDUCATION

School	Name & Address	School Years Completed	Major Field	Degree Received or Expected (If Applicable)
High School				
College				
Graduate School				
Trade, Business, Night or Correspondence				
Other				

<b>Specialized skills or qualifications, if applicable to the position applied for (e.g.: courses, certificates, professional associations, software knowledge, etc.)</b>
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# APPLICATION FOR EMPLOYMENT

## APPLICANT'S STATEMENT

I hereby certify that the information provided on this application (and accompanying resume, if any) is true and complete to the best of my knowledge. I understand that any falsified information or significant omissions may disqualify me from further consideration for employment and may be considered justification for termination if discovered at a later date.

I authorize a thorough investigation of my past employment and activities, agree to cooperate in such investigation, and release from all liability or responsibility all persons and corporations requesting or supplying such information. I hereby agree to submit to any lawful drug testing that may be required as a condition of employment or continued employment and understand that refusal to submit to such testing during the course of my employment may result in disciplinary action, up to and including termination.

I understand that my employment is at will, and that I have no express or implied contract with the Company concerning the terms and conditions of my employment. Both I and the Company have the right to terminate the employment relationship at any time, with or without cause, and with or without notice. I further acknowledge that I have not relied, or will not rely, upon any representations to the contrary, either in accepting employment with the Company or in continuing my employment with the Company. Also, the Company has the right to modify any policies adopted by the Company, and such policies do not create any contractual commitments by the Company.

I understand that according to federal law all individuals who are hired must, as a condition of employment, produce certain documentation to verify their identity and U.S. citizen status or, if aliens, their legal authorization to work in the U.S. As a consequence, I understand that any offer of employment would be contingent on my ability to produce the required documentation within the time period required by law.

\_\_\_\_\_  
Signature of Applicant / Employee

\_\_\_\_\_  
Date

### **EMPLOYMENT RECORD (For Office Use Only)**

Interviewed By/Date	Interviewed By/Date	Interviewed By/Date	Employment Status (Check One) <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Temporary
Position/Title	Department	Hire Date	