



Application for Employment

We are an Equal Opportunity Employer and fully subscribe to the principles of Equal Employment Opportunity. Applicants and/or employees are considered for hire, promotion, and job status, without regard to race, color, religion, creed, sex, marital status, national origin, age, physical or mental disability.

Name: _____ Date: _____
 Address: _____ City _____ State _____ Zip _____
 Phone _____ email _____

General Information
 Are you able to perform the essential job functions of the position for which you are applying with or without reasonable accommodation? (YES/NO) _____
 Have you ever been convicted of a felony other than minor traffic violations during the past 7 years? (YES/NO) _____
 (A criminal record or a conviction will not automatically bar employment, but will be considered only as it reasonably relates to your fitness to perform in the position for which you are applying. _____
 If YES, explain _____

 Date you can start _____
 Can you carry company expenses for one month before reimbursement? (YES/NO) _____
 Are you available for occasional overnight business travel when necessary? (YES/NO) _____
 Are you willing to submit to a background screening and drug screening? (YES/NO) _____
 Do you have a non-compete with your current or any previous employer? (YES/NO) _____

Education and Training
 Grade last completed: (1 - 12) _____ College (1 - 4, Masters, Ph.D.) _____
 Name and City of School _____ Courses Studied _____ Graduated Grade _____
 College or University _____
 High School _____
 List any scholarships, academic honors, awards or special achievements: _____

Skills
 Please list any skills you have that are appropriate for the position you are applying for:

 Position applying for: _____ Salary Requirements _____ per month
 State fully why you believe you are qualified for this position: _____

Computer Skills

Please rate your skill on the following programs:

Excel (0 - 10) _____
Word (0 - 10) _____
PowerPoint (0 - 10) _____
Outlook Calendar (0 - 10) _____
Typing Words per Minute: _____

Interests/Accomplishments:

You may wish to list significant experience, interests and accomplishments gained while working as a volunteer or hobbyist that may be useful in the position(s) you are seeking. Names or organizations designating religion, race, etc need not be mentioned. _____

Employment History

Starting with your PRESENT or MOST RECENT EMPLOYER list in consecutive order ALL EMPLOYMENT for the past four employers. If currently employed, may we contact your employer? YES NO

Company _____ Phone _____
Full Address _____
Position Held _____ Name and Title of Supervisor _____
Employed from _____ to _____ Starting Salary _____
Reason for leaving _____ Ending Salary _____
List jobs held, duties performed, skills used and promotions while employed at this company:

Company _____ Phone _____
Full Address _____
Position Held _____ Name and Title of Supervisor _____
Employed from _____ to _____ Starting Salary _____
Reason for leaving _____ Ending Salary _____
List jobs held, duties performed, skills used and promotions while employed at this company:

Company _____ Phone _____

Full Address _____

Position Held _____ Name and Title of Supervisor _____

Employed from _____ to _____ Starting Salary _____

Reason for leaving _____ Ending Salary _____

List jobs held, duties performed, skills used and promotions while employed at this company:

Company _____ Phone _____

Full Address _____

Position Held _____ Name and Title of Supervisor _____

Employed from _____ to _____ Starting Salary _____

Reason for leaving _____ Ending Salary _____

List jobs held, duties performed, skills used and promotions while employed at this company:

References - no relatives please

Name _____ Phone _____

Relationship _____

Name _____ Phone _____

Relationship _____

Name _____ Phone _____

Relationship _____

READ CAREFULLY: I certify that the information contained in this application is correct to the best of my knowledge and understand that any misstatement or omission of information may result in denial of employment or discharge. I authorize the references listed above to give you any and all information concerning my previous employment and any pertinent information that they may have, personal or otherwise, and release all parties for all liability for any damage that may result from furnishing same to you.

Signature _____

Date _____