

AT-WILL EMPLOYMENT APPLICATION
 (PLEASE PRINT ALL INFORMATION EXCEPT SIGNATURE)

THIS APPLICATION IS NOT AN EMPLOYMENT CONTRACT but is merely intended to evaluate suitability for employment. It is the policy of the organization to provide equal employment to all qualified persons without discrimination on the basis of sex, race, color, religion, age, marital status, national origin, citizenship, disability, veteran status, or any other status protected under state and federal law. It is also the policy of the organization to have the option of conducting pre-employment screening before a job offer is made. If a job offer is made, employment may be contingent upon a successful completion of a background check and a drug test. This application will remain active for 180 days.

PERSONAL INFORMATION

Name	Last	First	Middle	Social Security #	
Home Phone			Work Phone		
Please list below your current address and your two other most recent addresses:					
Current Street	City		State	Zip	Since (Mo./Yr.)
Street	City		State	Zip	Since (Mo./Yr.)
Street	City		State	Zip	Since (Mo./Yr.)

EDUCATION

High School Attended	City, County, State		Did you earn a Diploma?	
			YES	NO
Undergraduate College Attended	City, State	Areas of Study	Degree/Certificate/Diploma	
Graduate College Attended	City, State	Areas of Study	Degree/Certificate/Diploma	
Trade, Business, or Other School	City, State	Areas of Study	Degree/Certificate/Diploma	

EMPLOYMENT INFORMATION

Position Applied For:	Date you can start work:	Desired Salary:	
Do you prefer: Full-Time Part-Time	Can you work: Weekends? YES NO	Evenings? YES	NO
Please answer all of the following questions. When necessary, note question number and use extra paper or the back of this application to provide explanations.			
1) Are you at least 18 years of age and legally eligible for work in the United States?	YES	NO	
2) Will you work overtime if necessary?	YES	NO	
3) Have you received a description of the job or been made aware of the essential functions of the job you are applying for?	YES	NO	
4) Do you understand the job requirements?	YES	NO	(If no, please explain.)
5) Are you on layoff and subject to recall?	YES	NO	
6) Are you currently bound by a non-competition or trade secret agreement?	YES	NO	(If yes, please explain.)
7) Have you ever been discharged or asked to resign from a job?	YES	NO	(If yes, please explain.)
8) Have you ever been convicted of, or pled guilty to a felony or other crime?	YES	NO	(If yes, please explain.)
9) Do you have a pending conviction or guilty plea due to a felony or crime?	YES	NO	(If yes, please explain.)

EMPLOYMENT HISTORY

MAY WE CONTACT YOUR PRESENT AND PAST EMPLOYERS?				YES	NO
Please list below your last three employers beginning with the most recent:					
Most Recent Employer	City	State	Zip	Phone	
Position Held	Dates From/To	Pay Rate Upon Leaving		Supervisor	
		Annual	Hourly		
Duties			Reason for Leaving		
Next Most Recent Employer	City	State	Zip	Phone	
Position Held	Dates From/To	Pay Rate Upon Leaving		Supervisor	
		Annual	Hourly		
Duties			Reason for Leaving		
Next Most Recent Employer	City	State	Zip	Phone	
Position Held	Dates From/To	Pay Rate Upon Leaving		Supervisor	
		Annual	Hourly		
Duties			Reason for Leaving		

JOB-RELATED SKILLS

Please answer the following questions if the position you are applying for requires driving a motor vehicle:

1.) Do you have a valid driver's license? YES NO

If YES: Driver's License Number: _____ State of Issue: _____

2.) Have you been convicted of or pled guilty to any traffic-related offense within the past five years? YES NO

3.) Have you had your driver's license suspended or revoked or had your driving privileges modified by a court of law? YES NO

4.) Please list all states from which you hold or have held a driver's license:

Please use this space to list any special skills you may have that relate to the position applied for:

Please list any professional licenses, designations, certifications, etc. that may relate to the position applied for. Include date granted, name of organization, and any other relevant information.

- 1.
- 2.
- 3.

*****THIS ORGANIZATION IS AN AT-WILL, EQUAL OPPORTUNITY EMPLOYER*****

APPLICANT'S CERTIFICATION AGREEMENT

- 1.) I authorize the investigation of all statements contained in this application and release from all liability any persons or employers supplying such information, and I also release the organization from all liability which might result from making the investigation.

- 2.) I certify that the facts and information set forth in this application are true and complete to the best of my knowledge. I understand that any falsification, misrepresentation, or omission of facts on this application (or on any required documents) will be cause for denial of employment or immediate termination of employment, regardless of when or how discovered.

- 3.) I agree, if I am offered and accept a position, to conform to all existing and future organizational rules and regulations, and I understand that the organization reserves the right to change wages, hours and working conditions as deemed necessary. ***I ALSO UNDERSTAND THAT, IF HIRED, MY EMPLOYMENT WILL BE AT-WILL, MEANING THAT EITHER PARTY CAN END THE EMPLOYMENT RELATIONSHIP AT ANY TIME AND FOR ANY OR NO REASON.***

- 4.) I understand that any employment offer is contingent upon my providing, within three (3) working days of employment, valid proof of identity and eligibility to work in order to comply with the Immigration Reform and Control Act of 1986.

- 5.) I have read and reviewed the information provided in this application and the above statements. By signing this application for employment, I certify that I understand all parts of it and have answered all questions completely and fully.

Signature

Date

Please use the section below to provide explanations for the questions above, if necessary. Please include the question number you are providing an explanation for.