



We Promote a Healthy/Tobacco Free Workplace with our Health Shop

## APPLICATION FOR EMPLOYMENT

**Note: As a condition of employment, all applicants must pass a laboratory drug screen test.**

Name \_\_\_\_\_  
Last First Middle Name you prefer to be called

Mailing Address \_\_\_\_\_  
Street City State Zip

Phone numbers: (Home) \_\_\_\_\_ (Cell) \_\_\_\_\_ Are you 18 years or older?  Yes  No

Have you applied for employment or worked with us before?  Yes  No If yes, when?/where? \_\_\_\_\_

Do you have a relative who has or now works with us?  Yes  No If yes, who? /where? \_\_\_\_\_

Position applying for \_\_\_\_\_ Are you legally eligible for employment in the United States?  Yes  No

Prefer: Full-time  Part-time  If part-time only, specify days & hrs available: \_\_\_\_\_

Do you have reliable transportation?  Yes  No Your Desired: Hourly rate? \_\_\_\_\_ or Annual Salary? \_\_\_\_\_

## BACKGROUND INFORMATION

Have you ever pled "guilty" or "no contest" to, or been convicted of a felony or misdemeanor?  Yes  No  
Do not include minor traffic offenses. A conviction will not automatically exclude an applicant from employment.

If you answered yes, provide: Date of Offense: \_\_\_\_\_ Type of Conviction:  Felony  Misdemeanor  
Nature of offense: \_\_\_\_\_

Are any charges currently pending against you?  Yes  No If yes, please describe: \_\_\_\_\_

Have you ever been discharged from a position or resigned to avoid discharge?  Yes  No If you answered yes, please describe the circumstances: \_\_\_\_\_

EDUCATION: Indicate the highest level of education you have completed (check one):

High school diploma or GED  Some College  Technical Degree  College Degree \_\_\_\_\_

Are you currently enrolled in school?  Yes  No If yes, where: \_\_\_\_\_

## SKILLS, TRAINING AND EXPERIENCE

Please list any special qualifications, skills, training, or experience that you feel warrant consideration by the company:

Have you ever served in the U.S. Armed Forces?  Yes  No If yes, list any duties and/or special training that is relevant to the position for which you have applied: \_\_\_\_\_

**PERSONAL REFERENCES** Give the names of three persons not related to you, whom you have known at least one year.

Name	How are you acquainted?	Phone #	Business/Profession	Years Acquainted
1		( )		
2		( )		
3		( )		

**EMPLOYMENT HISTORY Complete information needed for consideration of employment**

<b>Present or Last Employer</b>		Phone Number ( )		Supervisor	
Job Title		<input type="checkbox"/> F/T <input type="checkbox"/> P/T	Base Rate	From (Mo/Yr)	To (Mo/Yr)
Discharged <input type="checkbox"/> Yes <input type="checkbox"/> No		Explain reasons for changing or wanting to change jobs			
<b>Prior Employer</b>		Phone Number ( )		Supervisor	
Job Title		<input type="checkbox"/> F/T <input type="checkbox"/> P/T	Base Rate	From (Mo/Yr)	To (Mo/Yr)
Discharged <input type="checkbox"/> Yes <input type="checkbox"/> No		Explain reasons for changing or wanting to change jobs			
<b>Prior Employer</b>		Phone Number ( )		Supervisor	
Job Title		<input type="checkbox"/> F/T <input type="checkbox"/> P/T	Base Rate	From (Mo/Yr)	To (Mo/Yr)
Discharged <input type="checkbox"/> Yes <input type="checkbox"/> No		Explain reasons for changing or wanting to change jobs			

**Can present employer be contacted?**  Yes  No Which of these jobs did you like best? \_\_\_\_\_  
 What did you like most about that job? \_\_\_\_\_

In case of emergency, notify \_\_\_\_\_ ( ) \_\_\_\_\_  
 Name Address Phone Relationship

**APPLICANT STATEMENT**

I certify that all information I have provided in order to apply for and secure work with this employer is true, complete, and correct and that any information provided by me that is found to be false, incomplete or misrepresented in any respect, will be sufficient cause to (i) eliminate me from further consideration for employment, or (ii) may result in my immediate discharge from the employer's service, whenever it is discovered.

I expressly authorize, without reservation, the employer, its representatives, employees or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, resume, or job interview. I hereby waive any and all rights and claims I may have regarding the employer, its agents, employees or representatives, for seeking, gathering and using truthful and non-defamatory information, in a lawful manner, in the employment process and all other persons, corporations or organizations for furnishing such information about me.

I understand that this employer does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or eliminating any applicant from consideration for employment on any basis prohibited by applicable local, state or federal law.

I understand that this application remains current for only 30 days. At the conclusion of that time, if I have not heard from the employer and still wish to be considered for employment, it will be necessary for me to reapply and fill out a new application.

If I am hired, I understand that I am free to resign at any time, with or without cause and with or without prior notice, and the employer reserves the same right to terminate my employment at any time, with or without cause and with or without prior notice, except as may be required by law. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that no supervisor or representative of the employer is authorized to make any assurances to the contrary and that no implied oral or written agreements contrary to the foregoing express language are valid unless they are in writing and signed by the employer's president. I understand that work schedules will vary based on the needs of the business and there are no guarantees that my schedule will remain the same as the one for which I was originally hired.

I also understand that any offer of employment I may receive is contingent upon my successful completion of the Company's total pre-employment assessment and screening process, including the Company receiving references it considers satisfactory, credit and background check, and the results of any post offer pre-employment exams, including drug screening, I may be required to take. If I am hired, I will be required to provide proof of identity and legal authorization to work in the United States and that federal immigration laws require me to complete an I-9 Form in this regard.

<b>Incomplete applications may not be considered.</b>	
<b>DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE APPLICANT STATEMENT.</b>	
I certify that I have read, fully understand and accept all terms of the above Applicant Statement.	
Signature of Applicant	Date