**JOB APPLICATION (page 1)**

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Personal Information** | | | | | | | | | | | |
| Last | | First | | | | | | | M.I | | SSN# |
|  | | | | | | | | | | |  |
| Street Address | | | City | | | State | Zip | | | | Date of Birth |
|  | | | | | | | | | | |  |
| Email | | | Home Phone | | | | | Mobile Phone | | | |
|  | | |  | | | | |  | | | |
| Are you entitled to work in the US?  □ **Y □ N** | | | Are you over 18?  □ **Y □ N** | | | | | Expected Pay Rate | | | |
| Have you been convicted of a felony or been incarcerated in connection with a felony in the past seven years?  □ **Y □ N** | | | | | If yes, please explain: | | | | | | |
| What Position are you Applying For? | | | | | How did you hear about this position? | | | | | | |
| Days and Hours Available | □ S □ M □ T □ W □ T □ F □ S | | | | | | | Date Available | | | |
| **Full-Time** □ **Part-Time** □ **Office:** □ 8-5 **Factory Shift:** □ First □ Second □ Third | | | | | | | |  | | | |
| **Work Experience** | | | | | | | | | | | |
|  | **Employer 1** | | | **Employer 2** | | | | | | **Employer 3** | |
| Employer |  | | |  | | | | | |  | |
| Address |  | | |  | | | | | |  | |
| City, State, ZIP |  | | |  | | | | | |  | |
| Telephone |  | | |  | | | | | |  | |
| Name of Supervisor |  | | |  | | | | | |  | |
| Dates of Employment (Start/End) |  | | |  | | | | | |  | |
| Position/Job Title |  | | |  | | | | | |  | |
| Experience/Skills Used |  | | |  | | | | | |  | |
|  |
|  |
| Pay |  | | |  | | | | | |  | |
| Reason For Leaving |  | | |  | | | | | |  | |
| May we Contact Employer? | □ **Y □ N** | | | □ **Y □ N** | | | | | | □ **Y □ N** | |

**JOB APPLICATION (page 2)**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Education, Skills and Associations** | | | | | | |
|  | **Name/Location** | **Last Year Completed** | | **Degree** | | **Major or Emphasis** |
| High School |  | 9 10 11 12 | |  | |  |
| College/University |  | 1 2 3 4 | |  | |  |
| Trade School/Other |  |  | |  | |  |
| List any applicable special skills, training, association affiliations or proficiencies |  | | | | | |
| **References** | | | | | | |
|  | **Professional Contact 1** | | **Professional Contact 2** | | **Personal Contact 3** | |
| Name |  | |  | |  | |
| Phone |  | |  | |  | |
| Organization |  | |  | |  | |
| Years Known |  | |  | |  | |
| Email |  | |  | |  | |
| **Disclaimer:** | | | | | | |
| I hereby certify that the information hereunder is correct to the best of my knowledge and understand that falsification of this information is grounds for refusal to hire or, if hired, dismissal. I hereby authorize any of the persons or organizations listed in my application to give all information concerning my previous employment, education, or any other information that might have, personal or otherwise, with regard to any of the subjects covered by this application, and release all such parties from all liability that may result from furnishing such information to you. I authorize you to request and receive such information.  In consideration for my employment and my being considered for employment by your company, I agree to adhere to the rules and regulations of the company and hereby acknowledge that these rules and regulations may be changed by your company at any time, at the company's sole option and without any prior notice. In addition, I acknowledge that my employment may be terminated, and any offer of employment, if such is made, my be withdrawn with or without prior notice, at any time, at the option of either the company or me.  I understand that no representative of the company has any authority to enter into any agreement for employment for any specified period of time, or to assure or make some other personnel move, either prior to commencement of employment or after I have become employed, or to assure any benefits or terms and conditions of employment, or to make any agreement, that is contrary to the foregoing. I hereby acknowledge that I have been advised that this application will remain active for no more than 180 days from the date it was signed.  Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | |