



Employment Application

Qualified applicants are considered for all positions without regard to race, color, religion, sex, national origin, age, marital status, veteran status, or disability.

Date: ___/___/_____

Name: _____
Last First Middle

Social Security Number: ___-___-_____ Do you have a valid driver's license? ____
Driver's License Number: _____ State: _____

Present address: _____
Street City/State Zip

How long have you lived at this address? _____ (years) Telephone # (____)____-_____

Job applied for: _____ Rate of Pay Expected \$ _____ per _____
How did you learn of this opening? _____

Availability

Monday		Tuesday		Wednesday		Thursday		Friday		Saturday	
from	to	from	to	from	to	from	to	from	to	from	to

How many hours per week would you like to work? _____

Have you worked for us before? _____

Rate Yourself

(1=improvement needed 2=okay 3 = good 4=top performer)

_____ Energy Level: sense of urgency, self-motivation, and enthusiasm

_____ Communication: ability to listen well, express ideas clearly and accept feedback

_____ Hospitality: natural friendliness and customer service skills

_____ Reliability: dependability, attendance, self discipline, and dedication

_____ Personal Pride: appearance, hygiene, and achievement

_____ Teamwork: cooperation with others and team spirit

What achievement in life are you most proud of?

What are your personal strengths?

What are your weakest areas?

What are your five year goals?

Why do you want to work here?

Do you have reliable transportation to work? _____

List any activities or any other circumstances you would need to schedule around:

Past Employment (list most current first)

Company	Address	Phone # & Supervisor	From / To	Rate of Pay	Position Held	Reason for Leaving

Education

School	Name of School	Years Attended	Circle Last Year Completed	Did You Graduate?
High School			9 10 11 12	
College/VOT			1 2 3 4	

Background

Are you 18 years or older? _____

If no, date of birth: ____/____/____

Have you ever been convicted of a felony? _____

Have you ever been convicted of any crime, excluding misdemeanors? _____

Have you ever been convicted of any crime of violence to others? _____

Have you ever been convicted of any crime involving dishonesty? _____

Are you serving probation for any misdemeanor offence? _____

Have you ever been counseled or disciplined at school or work? _____

Important – Read before Signing

I certify that information herein is true and complete to the best of my knowledge.

I understand that incorrect, misleading, or incomplete information on this application may result in immediate termination of employment. I understand that this employment application and other company documents are not contracts of employment and that any individual hired may voluntarily leave employment upon prior notice and may be terminated by the employer at any time for any reason. I also understand that any oral or written statements to the contrary are expressly disavowed and should not be relied upon by any prospective or existing employee. I understand that the use of illegal drugs is prohibited during employment. If company policy requires, I am willing to submit to drug testing to detect the use of illegal drugs before and during employment.

Signed: _____ Date: _____