



## EMPLOYMENT APPLICATION

**PERSONAL DATA:**

DATE: \_\_\_\_\_

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|           |       |        |
|-----------|-------|--------|
| Last Name | First | Middle |
|-----------|-------|--------|

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|                |      |                |
|----------------|------|----------------|
| Street Address | City | State/Zip Code |
|----------------|------|----------------|

Date Available to Begin Work: \_\_\_\_\_

Home Telephone Number: \_\_\_\_\_

Cellular Telephone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

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**EDUCATION:**

Describe any educational degrees, skills, training or experiences you believe are relevant to the job applied for (may or may not be considered depending on job applied for):

| <b>Educational History</b>           | <b>Name and Location</b> | <b>Years Completed</b> | <b>Degree / Major</b> |
|--------------------------------------|--------------------------|------------------------|-----------------------|
| <b>High School</b>                   |                          |                        |                       |
| <b>College or University</b>         |                          |                        |                       |
| <b>Technical / GED</b>               |                          |                        |                       |
| <b>Licenses/Certifications/Other</b> |                          |                        |                       |

Software Experience: \_\_\_\_\_

Do you have a valid driver's license? Yes  No

**EMPLOYMENT HISTORY:**      *(List most recent position first)*

| <b>Dates<br/>Mo. / Yr.</b>   | <b>Employer Name<br/>Address &amp; Phone</b> | <b>Your Job Title<br/>Your Department<br/>Name of Supervisor</b> | <b>Salary<br/>&amp;<br/>Duties</b> | <b>Reason for<br/>Leaving</b> | <b>May<br/>We<br/>Contact?</b> |
|------------------------------|--|--|------------------------------------|-------------------------------|--------------------------------|
| <b>From</b><br><br><b>To</b> |  |  |                                    |                               |                                |
| <b>From</b><br><br><b>To</b> |  |  |                                    |                               |                                |
| <b>From</b><br><br><b>To</b> |  |  |                                    |                               |                                |
| <b>From</b><br><br><b>To</b> |  |  |                                    |                               |                                |

Please explain any gaps in your employment history.

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Available for work:       Days       Evenings       Weekends  
 Full Time       Part Time       Short Term       Long Term

Do you have any other commitments that might affect your employment with us? \_\_\_\_\_

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Do you know of any reason why you cannot perform the essential functions of a job for which you are applying with or without reasonable accommodation?      Yes       No

If yes, explain \_\_\_\_\_

Are you willing to undergo a pre-employment physical exam?      Yes       No

**REFERENCES:** (Please list three persons not related to you who know your qualifications.)

| Name | Address | Phone | Relationship | May We Contact? |
|------|---------|-------|--------------|-----------------|
|      |         |       |              |                 |
|      |         |       |              |                 |
|      |         |       |              |                 |

**CRIMINAL RECORD INFORMATION**

You must answer all four questions below. When answering the following questions, you may exclude any records expunged, annulled, sealed, discharged, dismissed, erased under first-offender law or otherwise eradicated by statute or court order. You may also exclude a first conviction for any of the following misdemeanors; drunkenness, simple assault, speeding, minor traffic violations, affray or disturbance of the peace.

A criminal conviction will not necessarily be a bar to employment but will be considered in relation to specific job requirements.

Have you been convicted of a felony within the last seven years?

Yes  No  Date of Conviction: \_\_\_\_\_

Have you been convicted within the last seven years of misappropriation of funds, embezzlement, or similar or other dishonest conduct; or an offense involving the use of a weapon; for burglary, robbery, breaking and entering or theft; or physical assault or other violent crime?

Yes  No

Have you been convicted of or completed a period of incarceration within the past five years for any misdemeanor?

Yes  No

If the answer to the above question is “yes”, please state whether you were convicted more than five years ago for any offense?

Yes  No

A criminal conviction will not necessarily be a bar to employment. To help us evaluate your application, please describe your criminal conviction(s) including penalty (ies) imposed, listing the nature of your offense(s), and your rehabilitation since the conviction(s). \_\_\_\_\_

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## APPLICANT'S ACKNOWLEDGMENT

I certify that the answers given herein are true and complete to the best of my knowledge. I understand that any misrepresentations, omissions of facts or incomplete answers in any application document may disqualify me from further consideration for employment. I further understand that, if employed, any misrepresentations or omissions of facts in any application document may be cause for my dismissal at any time without prior notice. I consent to and authorize this Company to contact my former employers, references, and any and all other persons and organizations for information bearing upon my qualifications for employment. I further authorize the listed employers, schools and personal references to give the Company (without further notice to me) any and all information about my previous employment and education, along with any other pertinent information they may have and hereby waive any actions which I may have against either party(ies) for providing a good faith reference.

I EXPRESSLY AGREE AND UNDERSTAND THAT, IF EMPLOYED, MY EMPLOYMENT IS NOT FOR A SPECIFIC TERM, IS BASED ON MUTUAL CONSENT AND MAY BE TERMINATED BY ME OR MY EMPLOYER WITH OR WITHOUT NOTICE OR CAUSE AT ANY TIME. I FURTHER UNDERSTAND THAT NO ORAL PROMISE, EMPLOYER POLICY, CUSTOM, BUSINESS PRACTICE OR OTHER PROCEDURE (INCLUDING THE BASIC EMPLOYMENT POLICIES, PERSONNEL HANDBOOK OR ANY PERSONNEL MANUALS) CONSTITUTE AN EMPLOYMENT CONTRACT OR MODIFICATION OF THE AT-WILL EMPLOYMENT RELATIONSHIP BETWEEN ME AND THE EMPLOYER. I ALSO UNDERSTAND THAT THIS ASPECT OF MY EMPLOYMENT MAY NOT CHANGE ABSENT AN INDIVIDUAL WRITTEN AGREEMENT SIGNED BY BOTH ME AND THE PRESIDENT OF THE COMPANY.

I understand that applicants for certain positions may be required to qualify for employment based on additional employment criteria. For example, I may be required to take job-related tests; take a driver's examination; submit to a background investigation; take a pre-employment drug test. If I am offered employment or start work before any required test is completed, my employment is contingent on a satisfactory result on all required tests. I authorize the release of any background check results of any drug/alcohol test to any state or federal authority requesting such information and in response to a valid subpoena or other legal document. I acknowledge that this application will remain active for 60 days from this date. If I have not heard from the Company at the conclusion of this 60 day period, it is my responsibility to complete a new application if I still wish to be considered for employment.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_