



Application for Employment

Date

Applicant Information

Last Name		First Name		SSN	
Current Address			City	State	Zip
Permanent Address			City	State	Zip
Primary Phone Number	Secondary Phone Number		Email Address		
Are you legally authorized to work in the U.S.?		YES	NO		

Military Service Record

Have you served in the U.S. Armed Forces?	YES	NO	Branch of Service
Date Discharged		Rank	

Position Information

Primary Position Desired		Salary Desired	Available Start Date
Secondary Position Desired		Salary Desired	Hours Desired
How did you find out about the position?			
Have you applied here before?	YES	NO	If YES, when?

Education History

	Name and Location	Years Attended	Did you graduate?	Subjects Studied
High School				
College				
Trade, Business, or Other				

General Information

Certifications, Licenses, or Special Training
Additional languages or skills (Please include level of proficiency.)

Employment History (provide your last 3 employers, beginning with the most recent)

Name of Current or Last Employer				
Address		City	State	Zip
Start Date	Leave Date	Job Title		
Starting Salary	Ending Salary	May we contact this Employer?	YES NO	
Name of Direct Supervisor	Supervisor's Title	Phone Number / Email Address		
Description of Responsibilities				
Reason for Leaving				

Name of Previous Employer				
Address		City	State	Zip
Start Date	Leave Date	Job Title		
Starting Salary	Ending Salary	May we contact this Employer?	YES NO	
Name of Direct Supervisor	Supervisor's Title	Phone Number / Email Address		
Description of Responsibilities				
Reason for Leaving				

Name of Previous Employer				
Address		City	State	Zip
Start Date	Leave Date	Job Title		
Starting Salary	Ending Salary	May we contact this Employer?	YES NO	
Name of Direct Supervisor	Supervisor's Title	Phone Number / Email Address		
Description of Responsibilities				
Reason for Leaving				

Professional References

Name and Title	Address	Business	Phone
Name and Title	Address	Business	Phone
Name and Title	Address	Business	Phone

Job Specific Questions (Driver Positions)

Height	Weight	Are you a U.S. citizen?	YES	NO
Have you been convicted of a Felony or Misdemeanor within the last 5 years?			YES	NO
Describe				
Employment will not be denied solely because of a conviction record unless the offense is directly related to the position for which you are applying.				

Do you consent to a physical exam and drug test as a condition of hiring and continued employment?	YES	NO
Are you able to lift 70 lbs. without assistance?	YES	NO
If the above function cannot be performed, please explain an alternate method of performing the task and list the tools needed.		
Can you work an irregular schedule?	YES	NO
If the above function cannot be performed, please explain an alternate method of performing the task and list the tools needed.		
Are you able to use electronic devices with ease?	YES	NO
If the above function cannot be performed, please explain an alternate method of performing the task and list the tools needed.		
Were you ever seriously injured?	YES	NO
Describe		

List any languages you speak fluently.
List any languages you write fluently.
List any languages you read fluently.

Authorization

Please read the following statement carefully and sign below indicating agreement.

"I certify that the facts entered in this application are complete and true to the best of my knowledge. I understand that, if hired, discovery of intentional falsification of information will result in termination of employment.

I authorize investigation of all information contained in this application and the references and employers listed above to supply any and all information concerning my previous employment and any pertinent information they may have, personal or professional. I release the company from all liability for any damage resulting from the utilization of this information.

This waiver does not permit the release or use of disability-related or medical information in a manner prohibited by the Americans with Disabilities Act (ADA) and other relevant federal and state laws."

Date	Signature
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