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|  | **APPLICATION FOR EMPLOYMENT** |

We consider applicants for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, medical condition, disability, or any other legally protected status.

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| **PERSONAL INFORMATION** |
| Position(s) Applying For Enter position applied for | Location Applying ForSelect Location |
| Name First Name, Last Name | DateSelect a date |
| Telephone NumberXXX-XXX-XXXX | Email:Ex: name@mail.com |
| Current AddressStreet Address, #, or P.O. Box | CityCity | StateST  | Zip CodeXXXXX |
| How long have you lived at this address? #### Years #### Months |
| Rate of pay expected: $ 00.00 |  Are you 18 years of age or older?[ ]  Yes [ ]  No |
| List any friends or relatives employed by this company: Enter text here | How did you hear about our company? Enter text here |
| Have you ever filed an application with us before? If yes, select date and location: Date: Select a date Location: Select Location | [ ]  Yes [ ]  No |
| Have you worked for this company before? If yes, select date and location: From: Select a date to: Select a date Location: Select Location | [ ]  Yes [ ]  No |
| Have you been convicted of a crime?If yes, list convictions: Enter text here | [ ]  Yes [ ]  No |

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| **EDUCATION** |
|  |  |  |  |  |
| **Type of school** | **School Name** | **How many Years Attended** | **Graduated** | **Course, Major, or Certification** |
| High School / G.E.D. | School Name | #### | [ ]  Yes [ ]  No | Course, Major, or Certification |
| College | School Name | #### | [ ]  Yes [ ]  No | Course, Major, or Certification |
| Postgraduate  | School Name | #### | [ ]  Yes [ ]  No | Course, Major, or Certification |
| Business or trade | School Name | #### | [ ]  Yes [ ]  No | Course, Major, or Certification |
| Other | School Name | #### | [ ]  Yes [ ]  No | Course, Major, or Certification |

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| **EMPLOYMENT EXPERIENCE** |
| Are you currently employed? [ ]  Yes [ ]  No |
| If not employed, how long have you been unemployed? #### Years #### Months |
| How many jobs have you had in the past 5 years? #### |

**EMPLOYMENT HISTORY**

Complete the information below or provide a copy of your resume.

Start with your present or last job and list in consecutive order the last four previous jobs held. Account for any time during this period that you were unemployed by stating nature of your activities. Include any job-related military assignments and volunteer activities.

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| **Dates** | **Company Name and Phone Number** | **Rate of Pay** | **Supervisor’s Name and Title** | **Reason for Leaving** |
| **From** | **To** | Enter text here | **Start** | **Finish** | Enter text here | Enter text here |
| Select date | Select date | $ 00.00 | $ 00.00 |

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| --- | --- | --- | --- | --- |
| **Dates** | **Company Name and Phone Number** | **Rate of Pay** | **Supervisor’s Name and Title** | **Reason for Leaving** |
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| **Dates** | **Company Name and Phone Number** | **Rate of Pay** | **Supervisor’s Name and Title** | **Reason for Leaving** |
| **From** | **To** | Enter text here | **Start** | **Finish** | Enter text here | Enter text here |
| Select date | Select date | $ 00.00 | $ 00.00 |

**PROFESSIONAL REFERENCES**

Please list three references who are not related to you and are not previous employers.

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| **Name** | **Occupation** | **Relationship** | **Phone Number** |
| First Name, Last Name | Occupation | Relationship | XXX-XXX-XXXX |
| First Name, Last Name | Occupation | Relationship | XXX-XXX-XXXX |
| First Name, Last Name | Occupation | Relationship | XXX-XXX-XXXX |

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| **SCHEDULE / GENERAL INFORMATION** |
| On what date would you be available to start? Select a date | Are you available to work: [ ]  Full-time [ ]  Part-time |
| Shift Preference: [ ]  1 [ ]  2 [ ]  3 Are you willing to work any shift, including nights and weekends? [ ]  Yes [ ]  No |
| List any extracurricular activities which might affect your schedule: | Enter your answer here |
| Are you fluent in a foreign language? [ ]  Yes [ ]  No If yes, please Describe:  | Enter your answer here |
| **EMERGENCY CONTACT** |
| Contact: First Name, Last NameEmail Address: Ex: name@mail.com | Phone Number: XXX-XXX-XXXX |

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| **Applicant Certification and Consent** |
| I certify that my answers are true and complete to the best of my knowledge. I authorize investigation on all statements contained in this application. I understand that false or misleading information in my application or interview may result in my release. Further, I understand and agree that my employment is on an at-will basis meaning the company and I are free to terminate the employment relationship at any time for any reason.  |
| Signature:  | Date: |
|  |  |
| **FOR INTERNAL USE ONLY - DO NOT WRITE BELOW THIS LINE** |
| Interviewed by: Date:  |
| Remarks:  |
| Location: Position: Shift: |
| Wage: Start Date: [ ]  Full-time / [ ]  Part-time  |
| [ ]  Exempt [ ]  Non-Exempt Drug Screening Date: |

Hired by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Approved by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_