Employment Application Form

PLEASE PRINT OR TYPE ALL INFORMATION

LAST NAME FIRST NAME MIDDLE NAME

APPLICATION FOR POSITION OF\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
 TODAY’S DATE DATE AVAILABLE

WHAT SHIFT ARE YOU AVAILABLE TO WORK:

1ST OR 2ND SHIFT FULL TIME 3RD SHIFT FULL TIME NIGHTS & WEEKENDS WEEKENDS ONLY

Other – Please Explain -----------------------------------------------------------------------

PRESENT ADDRESS – Street, City, State & Zip Code: PHONE NUMBER – Include Area Code MAILING ADDRESS – If Different From Above: ------------------------------------------------------------------------ PROVIDE ANY DIFFERENT NAMES YOU HAVE UTILIZED SINCE AGE 18:  
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Do You Have A Reliable Source Of Transportation To And From Work? YES NO Do You Have A Valid Drivers License? (Applicable only for certain positions) YES NO Are You At Least 18 Years Of Age? YES NO Are You Legally Eligible To Work in the United States? YES NO EDUCATION & TRAINING Circle Highest Grade Or Year Completed In School   
1 2 3 4 5 6 7 8 9 10 11 12   
DO YOU HAVE A HIGH SCHOOL DIPLOMA OR A GED EQUIVALENCY? YES NO NAME AND LOCATION OF HIGH SCHOOL --------------------------  
TRAINING BEYOND HIGH SCHOOL ( College, University or Other Schools )

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| School name & Location | No.Of YRS ATTENEDED | CREDITS EARNED | MJOR FIELD | GPA/BASIS | DEGREE EARNED |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

DESCRIBE ANY OTHER EDUCATION OR TRAINING WHICH YOU FEEL IS RELEVANT TO THE JOB(S) FOR WHICH YOU ARE APPLYING. ALSO INCLUDE RELEVANT LICENSES & CERTIFICATIONS. BE SPECIFIC.   
------------------------------------------------------------------------------------------------------------------------------------------ Do you have any pending criminal charges against you? YES NO Have you ever been convicted of a crime? YES NO If you answered yes to either criminal background inquiries above, provide the date and county of the pending charge or conviction, the type of charge or conviction, and an explanation. (A pending charge or prior conviction will not automatically bar you from employment.)

Prior Military Service YES NO Branch: --------------------- Years: ------------------------ Rank at Discharge: -------------------------- Were you Honorably Discharged? YES NO

If no, explain: --------------------------------------------------------------------------------------------------------------------