

Application for Employment

Important Notice: If you need assistance in completing this application, please contact a member of our management team. Applicants should be extremely careful as they complete this application.

We are an equal opportunity employer and do not discriminate against otherwise qualified applicants on the basis of race, color, religion, national origin, age, sex, veteran status, disability, or any other basis prohibited by federal, state or local law. In accordance with Americans with Disabilities Act, it is our policy to provide reasonable accommodation upon request during the application process to eligible applicants in order that they may be given a full and fair opportunity to be considered for employment.

Please answer all questions and print clearly. Resumés are not a substitute for a completed application.

Position(s) _____ Date of application _____

Name _____
Last First Middle

Address _____
Street City State Zip

Phone # _____ Cell Phone # _____

Email Address _____

Are you able at the time of employment to submit verification of your legal right to work in the U.S.?
(Verification and completion of Form I-9 must be submitted no later than three business days after date of hire.)

Yes No

Which type of employment is desired? Full Time Part Time Seasonal

Days and hours available: (If employed, I will notify my supervisor, in writing, if my availability changes.)

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
From:							
To:							

Date you can you start employment _____ Desired salary range \$ _____

Are you willing to work overtime? Yes No

Under the age of 18: Can you produce the necessary work certificate at time of employment? Yes No

If no, please explain _____

Have you ever been convicted of a felony? Yes No

IMPORTANT: DO NOT ANSWER "YES" FOR ANY CONVICTION THAT: HAVE BEEN ORDERED SEALED, EXPUNGED, OR STATUTORILY ERADICATED; RELATES TO AN OFFENSE WHICH YOU WERE REFERRED TO, AND PARTICIPATED IN, ANY DIVERSION PROGRAM; RELATES TO A MARIJUANA-RELATED MISDEMEANOR THAT OCCURRED MORE THAN TWO YEARS AGO. IF YES, PLEASE DESCRIBE THE TYPE OF CRIME, DATE OF CONVICTION AND PENALTY IMPOSED. ANSWERING "YES" TO THIS QUESTION DOES NOT CONSTITUTE AN AUTOMATIC BAR TO EMPLOYMENT. FACTORS SUCH AS DATE OF INCIDENT, SERIOUSNESS AND NATURE OF THE VIOLATION, REHABILITATION, AND POSITION APPLIED FOR WILL BE TAKEN INTO ACCOUNT.

If yes, please describe the type of crime, date of conviction and penalty imposed:

EDUCATIONAL BACKGROUND

Education	School Name and Location	Graduate?	# of Years Completed	Degree/Major
High School				
College				
Other				

Summarize any training, skills, licenses and/or certificates that may qualify you as being able to perform job-related functions in the position for which you are applying: _____

PERSONAL REFERENCES

Name	# of years known	Relationship (i.e., supervisor, co-worker, family friend)	Telephone #

EMPLOYMENT HISTORY

Have you ever been terminated or asked to leave any job? Yes No

If yes, please explain _____

PROVIDE THE FOLLOWING INFORMATION FOR YOUR PAST THREE (3) EMPLOYERS, STARTING WITH THE MOST RECENT.

Employer name _____ Type of business _____

Address _____

Telephone number _____ Dates employed to ___/___/___ to ___/___/___

Job title _____ Wages start _____ final _____

Supervisor's name _____ May we contact? Yes No

Reason for leaving _____

Summarize the nature of work performed and job responsibilities _____

Employer name _____ Type of business _____

Address _____

Telephone number _____ Dates employed to ___/___/___ to ___/___/___

Job title _____ Wages start _____ final _____

Supervisor's name _____ May we contact? Yes No

Reason for leaving _____

Summarize the nature of work performed and job responsibilities _____

Employer name _____ Type of business _____

Address _____

Telephone number _____ Dates employed to ___/___/___ to ___/___/___

Job title _____ Wages start _____ final _____

Supervisor's name _____ May we contact? Yes No

Reason for leaving _____

Summarize the nature of work performed and job responsibilities _____

APPLICANT STATEMENT

I certify that all information I have provided in order to apply for and secure work with the employer is true, complete and correct.

I understand that any information provided by me that is found to be false, incomplete or misrepresented in any respect, will be sufficient cause to (i) cancel further consideration of this application, or (ii) immediately discharge me from the employer’s service, whenever it is discovered.

I understand this employer may utilize a sophisticated and detailed background and pre-employment investigation process.

I expressly authorize, without reservation, the employer, its representatives, employees or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, or in a resumé or job interview. I hereby waive and release any and all rights and claims I may have regarding: the employer, its agents, employees or representatives, for seeking, gathering and using such information in the employment process; and all other persons, corporations or organizations for furnishing such information about me.

I understand that the employer does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or excusing any applicant from consideration for employment on a basis prohibited by applicable local, state or federal law.

I understand that this application remains current for only 30 days. At the conclusion of that time, if I have not heard from the employer and still wish to be considered for employment, it will be necessary to reapply and fill out a new application.

If I am hired, I understand that I am free to resign at any time, with or without cause and without prior notice, and the employer reserves the same right to terminate my employment at any time, with or without cause and without prior notice, except as may be required by law. This application does not constitute an agreement or contract for employment for any specific period or definite duration. I understand that no supervisor or representative of the employer is authorized to make any assurances to the contrary and that no implied, oral or written agreements contrary to the foregoing express language are valid unless they are in writing and signed by the employer’s president.

I also understand that if I am hired, I will be required to provide proof of identity and legal authority to work in the United States and that federal immigration laws require me to complete an I-9 Form in this regard.

I acknowledge and agree that if at any time during the hiring process or during my employment I am subjected to any type of suspected discrimination or harassment or any other treatment which I believe to be unfair or improper, I will contact a member of the management team immediately to obtain assistance in the resolution of such matters.

DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE APPLICANT STATEMENT.

I certify that I have read, fully understand and accept all terms of the foregoing Applicant Statement.

Signature of applicant _____ Date _____

WAIVER OF JURY TRIAL AND CLASS/COLLECTIVE ACTIONS

I understand and agree that by signing and submitting this employment application for consideration, I am waiving my right to have a jury trial to resolve any lawsuit I may ever bring against the Company to the extent permitted by law. Any lawsuit that I may bring against the Company will be tried to a judge without a jury. I also understand and agree that I am waiving my right to participate as a member in a class or collective action lawsuit and/or act as a representative of a class of similarly situated individuals in any lawsuit against the Company.

DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE STATEMENT.

I certify that I have read, fully understand and accept all terms of the foregoing Waiver of Jury Trial and Class/Collective Actions Statement.

Signature of applicant _____ Date _____