

We are an Equal Opportunity Employer and fully subscribe to the principles of Equal Employment Opportunity. Applicants and/or employees are considered for hire, promotion and job status, without regard to race, color, religion, creed, sex, marital status, national origin, age, physical or mental disability.

Name \_\_\_\_\_ Date of application \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone \_\_\_\_\_

**I. GENERAL INFORMATION**

- Are you able to perform the essential job functions of the position for which you are applying with or without reasonable accommodation?  YES  NO

- Have you been convicted of any felonies other than minor traffic violations during the past seven years? (A criminal record or a conviction will not automatically bar employment, but will be considered only as it reasonably relates to your fitness to perform in the position for which you are applying.)  YES  NO

If yes, please explain:

**2. EDUCATION & TRAINING**

- Indicate highest level of education

- Grade - Indicate last grade completed: \_\_\_\_\_
- College - Indicate how many years completed: \_\_\_\_\_
- Masters
- Doctorate

Name & Address of School Please list last high school, college and any other school (Technical, Vocational, Graduate, etc.)	Major	Graduated	GPA
		<input type="checkbox"/> YES <input type="checkbox"/> NO	
		<input type="checkbox"/> YES <input type="checkbox"/> NO	
		<input type="checkbox"/> YES <input type="checkbox"/> NO	

- Please list any scholarships, academic honors, awards or special achievements:

### 3. SKILLS

- Position applying for \_\_\_\_\_ Date you can start \_\_\_\_\_

- Please list any skills you have that are appropriate for the position

- If required, will you work:

Rotating Shifts	Overtime	Saturdays	Sundays
<input type="checkbox"/> YES	<input type="checkbox"/> YES	<input type="checkbox"/> YES	<input type="checkbox"/> YES
<input type="checkbox"/> NO	<input type="checkbox"/> NO	<input type="checkbox"/> NO	<input type="checkbox"/> NO

- Salary requirements \_\_\_\_\_  PER HOUR  PER MONTH

- Please state fully why you believe you are qualified for this position

### INTERESTS & ACCOMPLISHMENTS

You may wish to list significant experience, interests & accomplishments gained while working as a volunteer or as a hobbyist that may be useful in the position(s) you are seeking. Names or organizations designating religion, race, etc. need not be mentioned.

### 4. EMPLOYMENT HISTORY

Starting with your PRESENT or MOST RECENT EMPLOYER list in consecutive order ALL EMPLOYMENT for at least the past FOUR employers. If currently employed, may we contact your employer?  YES  NO

#### PRESENT OR MOST RECENT EMPLOYER

Full Name of Company \_\_\_\_\_ Area Code \_\_\_\_ Telephone \_\_\_\_\_

Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Name & Title of Supervisor \_\_\_\_\_ Title of your Position \_\_\_\_\_

Beginning Salary \_\_\_\_\_ Ending Salary \_\_\_\_\_ Employed from (Month/Year) \_\_\_\_\_ to \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

List jobs Held, duties performed, skills used & promotions while employed at this company...

Full Name of Company \_\_\_\_\_ Area Code \_\_\_\_ Telephone \_\_\_\_\_  
Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Name & Title of Supervisor \_\_\_\_\_ Title of your Position \_\_\_\_\_  
Beginning Salary \_\_\_\_\_ Ending Salary \_\_\_\_\_ Employed from (Month/Year) \_\_\_\_\_ to \_\_\_\_\_  
Reason for Leaving \_\_\_\_\_  
List jobs Held, duties performed, skills used & promotions while employed at this company...

Full Name of Company \_\_\_\_\_ Area Code \_\_\_\_ Telephone \_\_\_\_\_  
Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Name & Title of Supervisor \_\_\_\_\_ Title of your Position \_\_\_\_\_  
Beginning Salary \_\_\_\_\_ Ending Salary \_\_\_\_\_ Employed from (Month/Year) \_\_\_\_\_ to \_\_\_\_\_  
Reason for Leaving \_\_\_\_\_  
List jobs Held, duties performed, skills used & promotions while employed at this company...

Full Name of Company \_\_\_\_\_ Area Code \_\_\_\_ Telephone \_\_\_\_\_  
Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Name & Title of Supervisor \_\_\_\_\_ Title of your Position \_\_\_\_\_  
Beginning Salary \_\_\_\_\_ Ending Salary \_\_\_\_\_ Employed from (Month/Year) \_\_\_\_\_ to \_\_\_\_\_  
Reason for Leaving \_\_\_\_\_  
List jobs Held, duties performed, skills used & promotions while employed at this company...

READ CAREFULLY: I certify that the information contained in this application is correct to the best of my knowledge and understand that any misstatement or omission of information may result in denial of employment or discharge. I authorize the references listed above to give you any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise, and release all parties from all liability for any damage that may result from furnishing same to you.

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

# CONFIDENTIAL

## BACKGROUND CHECK AUTHORIZATION

Full Name (First) \_\_\_\_\_ (Middle) \_\_\_\_\_ (Last) \_\_\_\_\_

Former Name(s) and Dates Used \_\_\_\_\_

Current Address (Street) \_\_\_\_\_ (City) \_\_\_\_\_ (State/Zip) \_\_\_\_\_

Since (Month/Year) \_\_\_\_\_

Previous Address (Street) \_\_\_\_\_ (City) \_\_\_\_\_ (State/Zip) \_\_\_\_\_

From (Month/Year) \_\_\_\_\_

Previous Address (Street) \_\_\_\_\_ (City) \_\_\_\_\_ (State/Zip) \_\_\_\_\_

From (Month/Year) \_\_\_\_\_

Social Security Number \_\_\_\_\_ DOB \_\_\_\_\_

Telephone Number \_\_\_\_\_

Drivers License Number/State \_\_\_\_\_

The information contained in this application is correct to the best of my knowledge.

I hereby authorize \_\_\_\_\_ and its designated agents and representatives to conduct a comprehensive review of my background causing a consumer report and/or an investigative consumer report to be generated for employment and/or volunteer purposes. I understand that the scope of the consumer report/ investigative consumer report may include, but is not limited to the following areas: verification of social security number; credit reports, current and previous residences; employment history, education background, character references; drug testing, civil and criminal history records from any criminal justice agency in any or all federal, state, county jurisdictions; driving records, birth records, and any other public records.

I further authorize any individual, company, firm, corporation, or public agency to divulge any and all information, verbal or written, pertaining to me, to \_\_\_\_\_ or its agents. I further authorize the complete release of any records or data pertaining to me which the individual, company, firm, corporation, or public agency may have, to include information or data received from other sources. \_\_\_\_\_ and its designated agents and representatives shall maintain all information received from this authorization in a confidential manner in order to protect the applicants personal information, including, but not limited to, addresses, social security numbers, and dates of birth.

*Notice to California, Minnesota and Oklahoma Residents:*

*Please check the box below if you wish to receive a copy of a consumer report that is requested. 0 I wish to receive a copy of any Background Check Report on me that is requested.*