



**REFERENCES:** PLEASE PROVIDE THE NAMES OF 3 PERSONS NOT RELATED TO YOU, WHOM YOU HAVE KNOWN FOR AT LEAST ONE YEAR.

NAME	ADDRESS	OCCUPATION	YEARS ACQUAINTED
NAME	ADDRESS	OCCUPATION	YEARS ACQUAINTED
NAME	ADDRESS	OCCUPATION	YEARS ACQUAINTED

**AVAILABILITY:**

			M	T	W	TH	F	S	S
TOTAL HOURS AVAILABLE PER WEEK _____	HOURS OF AVAILABILITY :	FROM							
		TO							

ARE YOU LEGALLY ABLE TO BE EMPLOYED IN THE U.S.: Y/N \_\_\_\_\_ HOW DID YOU HEAR OF THE JOB? \_\_\_\_\_  
 (PROOF OF CITIZENSHIP OR IMMIGRATION STATUS IS REQUIRED UPON EMPLOYMENT)

DO YOU HAVE TRANSPORTATION TO WORK? Y/N \_\_\_\_\_ ON WHAT DAY WILL YOU BE AVAILABLE TO WORK? \_\_\_\_/\_\_\_\_/\_\_\_\_

POSITIONS APPLIED FOR: \_\_\_\_\_ DESIRED SALARY: \_\_\_\_\_

**ADDITIONAL INFORMATION:**

DO YOU HAVE A FRIEND OR RELATIVE IN OUR EMPLOY? \_\_\_ YES \_\_\_ NO IF YES, STATE NAME AND POSITION \_\_\_\_\_  
 HAVE YOU BEEN PREVIOUSLY EMPLOYED BY OUR COMPANY? \_\_\_ YES \_\_\_ NO  
 IF YES, WHERE, WHEN AND IN WHAT CAPACITY? \_\_\_\_\_

IN THE PAST 7 YEARS, HAVE YOU EVER BEEN CONVICTED OF A CRIME, EXCLUDING MISDEMEANORS AND TRAFFIC VIOLATIONS? \_\_\_ YES \_\_\_ NO IF YES. PLEASE DESCRIBE IN FULL \_\_\_\_\_  
 A CONVICTION WILL NOT NECESSARILY BAR YOU FROM EMPLOYMENT. \_\_\_\_\_

**AGREEMENT:** Candidate please read and attest to the following statement.

I certify that the information I have given on this application is true and complete and understand that any false or misleading information given, or the omission of any pertinent information may result in my discharge at any time, if I am hired. I hereby authorize the Company to investigate my record with former employers and personal references. If hired, I agree to abide by the policies, rules and expectations of the Company. I also understand that my employment is "at will" and that I can resign at any time and that I can be terminated at any time. Nothing herein or during my employment shall be considered an employment contract.

\_\_\_\_\_  
 Candidate Signature \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
 Date of Application

**PERSONNEL DEPARTMENT USE ONLY**

EMPLOYED? YES ?NO STARTING DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_ POSITION TITLE: \_\_\_\_\_  
 HOURLY RATE \_\_\_ YES \_\_\_ NO \$ \_\_\_\_\_ SALARY \_\_\_ YES \_\_\_ NO \$ \_\_\_\_\_ COMMISSION \_\_\_ YES \_\_\_ NO \_\_\_ %  
 \_\_\_ FULL TIME \_\_\_ PART TIME \_\_\_\_\_  
 AUTHORIZED BY \_\_\_\_\_ DATE \_\_\_\_\_