



## Employment Application

We are an Equal Opportunity Employer. We comply with all Federal, State and local laws concerning discrimination in employment. No question in this application is intended to elicit information in violation of any such law nor will any information obtained in response to any question be used in violation of any such law.

**Please submit this application along with a cover letter, resume, and at least two professional references. Applications without these items will not be considered.**

Date		Social Security No.		Phone	
Last Name		First		Middle	
Street Address			How long at present Address?		
City		State		Zip	
Were you previously employed by this organization? [ ] Yes, Date(s): [ ] No		Do you have relatives or friends working for this organization? [ ] Yes, if yes list below: <hr/> [ ] No		Department:	
Position Applying for:			Wages desired:		
Incase of emergency notify			Phone		
Education	Name & location of School	Course of Study	No. of Years Completed	Did You Graduate	Diploma or Degree
High School					
Trade or Business School					
College or University					
Graduate School					
Have you served an apprenticeship? [ ] Yes [ ] No		Type or Trade		How long?	
Where did you serve?			When did you serve?		
Mechanical and or Technical Experience (Describe any and all qualification that relate to position applying for):					

Have you been convicted of a crime in the past 7 years, excluding misdemeanors and summary offenses, which has not been annulled, expunged, or sealed by a court? (A conviction record will not necessarily be a bar to employment.)

Yes  No

If yes, please describe in full detail:

Can you verify your legal rights to work in the U.S. by providing a birth certificate, proof of U.S. Citizenship, or by some other means?

Yes  No

**Experience-List Present and Former Employers for the last 10 years beginning with the most recent.**

Name and Address of Company	Supervisor	Describe Your Work	Last Wages	Date Started	Date Left	Reason for Leaving

May we contact the above employers?  Yes  No If no, please indicate which one(s) you do not wish us to contact.

**Additional Remarks:**

**Applicant's Certification- Please read carefully before signing.**

I certify that the answers given by me to the foregoing questions and the statements made by me in this application are correct and complete. I understand that, if I become employed, a misrepresentation or omission of fact in this application may result in discharge from employment. I authorize the company, as part of its evaluation of my suitability for employment, to contact all school, officials, references and my previous supervisors to secure information concerning my skills, and character and ability. I further acknowledge and agree that no manager or representative of the company has any authority to enter into any employment agreement. I understand and agree that, if I am employed, I will be an at-will employee and the company may terminate my employment at any time and for any or no reason without prior notice.

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_