

## EMPLOYMENT APPLICATION

*We consider applicants for all positions without regard to race, color, religion, gender, national origin, age, disability, marital or veteran status, or any other legally protected status.*

TO BE CONSIDERED, THIS APPLICATION MUST BE FILLED OUT COMPLETELY.

(PLEASE PRINT)

Position(s) Applied for \_\_\_\_\_ Application Date \_\_\_\_\_

Name \_\_\_\_\_  
Last First Middle Initial

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

Cell \_\_\_\_\_ Email \_\_\_\_\_ SS# \_\_\_\_\_

If you are under 18 years of age, can you provide required proof of eligibility to work?

Yes

No

*(Proof of citizenship or immigration status will be required if employed.)*

Have you ever filed an application with us before?

Yes

No

If yes, give date \_\_\_\_\_

Are you currently employed?

Yes

No

If yes, may we contact your current employer?

Yes

No

On what date would you be available for work? \_\_\_\_\_

Are you on "layoff" status and subject to recall?

Yes

No

Can you travel if a job requires it?

Yes

No

Have you ever been terminated or asked to resign from any job?

Yes

No

If yes, please explain circumstances:

Have you ever pled guilty or "no contest" to, or been convicted of, a misdemeanor or felony?

Yes

No

*(Conviction may not disqualify an applicant from employment.)*

If yes, please explain.

**EDUCATION & TRAINING**

|                              | <b>NAME &amp; ADDRESS OF SCHOOL</b> | <b>COURSE OF STUDY</b> | <b>YEARS COMPLETED</b> | <b>DIPLOMA/DEGREE</b> |
|------------------------------|-------------------------------------|------------------------|------------------------|-----------------------|
| <b>HIGH SCHOOL</b>           |                                     |                        |                        |                       |
| <b>COLLEGE UNDERGRADUATE</b> |                                     |                        |                        |                       |
| <b>GRADUATE/PROF</b>         |                                     |                        |                        |                       |
| <b>OTHER (Specify)</b>       |                                     |                        |                        |                       |

Describe any specialized training, apprenticeship, skills, or extracurricular activities:

**PROFESSIONAL/CIVIC/VOLUNTEER ACTIVITIES**

List professional, trade, business, or civic activities and offices held. You may exclude membership that would reveal gender, race, religion, national origin, age, ancestry, disability or other protected status.

EMPLOYMENT HISTORY

Start with your present or last job. Report on this form all part-time and full-time employment during the past 10 years (or more, if you prefer). Include any job-related military service assignments and volunteer activities. You may exclude any organizations that indicate race, color, religion, gender, national origin, disabilities, or other protected status under Federal or State law. You must indicate starting and ending base pay and other pay for each position. If you cannot remember, make your best estimate, indicated by "~".

Company \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_  
MO / YR MO / YR

Address \_\_\_\_\_

Base Pay: Per Hour Per Year Start \_\_\_\_\_ End \_\_\_\_\_

Other Comp: Per Hour Per Year Start \_\_\_\_\_ End \_\_\_\_\_

Telephone \_\_\_\_\_ Supervisor \_\_\_\_\_ Job Title \_\_\_\_\_

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

Work Performed \_\_\_\_\_

Company \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_  
MO / YR MO / YR

Address \_\_\_\_\_

Base Pay: Per Hour Per Year Start \_\_\_\_\_ End \_\_\_\_\_

Other Comp: Per Hour Per Year Start \_\_\_\_\_ End \_\_\_\_\_

Telephone \_\_\_\_\_ Supervisor \_\_\_\_\_ Job Title \_\_\_\_\_

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

Work Performed \_\_\_\_\_

Company \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_  
MO / YR MO / YR

Address \_\_\_\_\_

Base Pay: Per Hour Per Year Start \_\_\_\_\_ End \_\_\_\_\_

Other Comp: Per Hour Per Year Start \_\_\_\_\_ End \_\_\_\_\_

Telephone \_\_\_\_\_ Supervisor \_\_\_\_\_ Job Title \_\_\_\_\_

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

Work Performed \_\_\_\_\_

Company \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_  
MO / YR MO / YR

Address \_\_\_\_\_

Base Pay: Per Hour Per Year Start \_\_\_\_\_ End \_\_\_\_\_

Other Comp: Per Hour Per Year Start \_\_\_\_\_ End \_\_\_\_\_

Telephone \_\_\_\_\_ Supervisor \_\_\_\_\_ Job Title \_\_\_\_\_

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

Work Performed \_\_\_\_\_

Company \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_  
MO / YR MO / YR

Address \_\_\_\_\_

Base Pay: Per Hour Per Year Start \_\_\_\_\_ End \_\_\_\_\_

Other Comp: Per Hour Per Year Start \_\_\_\_\_ End \_\_\_\_\_

Telephone \_\_\_\_\_ Supervisor \_\_\_\_\_ Job Title \_\_\_\_\_

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

Work Performed \_\_\_\_\_

Company \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_  
MO / YR MO / YR

Address \_\_\_\_\_

Base Pay: Per Hour Per Year Start \_\_\_\_\_ End \_\_\_\_\_

Other Comp: Per Hour Per Year Start \_\_\_\_\_ End \_\_\_\_\_

Telephone \_\_\_\_\_ Supervisor \_\_\_\_\_ Job Title \_\_\_\_\_

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

Work Performed \_\_\_\_\_

APPLICANT'S STATEMENT

By my signature below, I agree:

1. Any false or misleading information given in this application shall, in the event of my employment, constitute sufficient basis for immediate termination without notice or warning.
2. If employed, I shall abide by all rules and regulations of the Company including but not limited to all rules and regulations set forth in the *Employee Handbook*, and as established by my Supervisor.
3. To permit the Company to contact and verify all references and information in this application, to run criminal and credit inquiries, to disclose without limitation any information on this application to third parties, and to hold the Company harmless for its acts in the verification process.
4. On termination to accept as fair and full compensation the payments due me as set forth in the *Employee Handbook*.
5. To pay the Company in full, on termination of my employment, any sums owed or due to the Company including but not limited to: payroll advances; shortages in cash accounts I am responsible for; replacement cost of company tools and equipment assigned to me and not returned or returned in damaged condition; and the cost of restoring to rent-ready condition Company apartments assigned to me.

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

I understand that (i) electronically signing legally binds me in the same manner as if I had signed in a non-electronic form, and (ii) that this document is considered to be the true, accurate, and complete records, legally binding to the same extent as if such documents were originally generated and maintained in printed form.

FOR PERSONNEL DEPARTMENT USE ONLY

Arrange Interview  Yes  No      Employed  Yes  No      Start Date \_\_\_\_\_

Pay Rate \_\_\_\_\_

Job Title \_\_\_\_\_ Remarks \_\_\_\_\_