

Application for Employment



NOTICE TO APPLICANTS AND EMPLOYEES

Screening tests for illegal drug use may be required before hiring and during your employment here.

It is the policy of the company to provide equal opportunity with regard to all terms and conditions of employment. The company complies with federal and state laws prohibiting discrimination on the basis of race, color, religion, creed, national origin, gender, disability, veteran status, age or any other protected characteristic.

Name _____

Phone _____

Address _____

City/State/ZIP _____

Position applied for _____ Shift preferred: 1 2 3 Any

Special training or skills (languages, machine operation, etc.) that would benefit you in the job for which you are applying: _____

Would you accept full-time work? Yes No Would you accept part-time work? Yes No

On what date would you be available for work? _____

Have you ever been employed here before? No Yes Dates _____

Do you have a legal right to be employed in the U.S.? Yes (If yes, proof is required if hired.) No

If you are under 18, can you provide a work permit if required? Yes No

For Office Use Only

Applicant # _____

Employee # _____

Hire Date _____

Position _____

Rate _____

Class _____

Skill _____

Other _____

Notes _____

Attachments

- Resumé
- Applicant Reference Check
- Applicant Interview
- Payroll Change Notice
- Employee DataCard

Educational Background

Grammar School:

Name and location _____

Course of study _____ Did you graduate? Yes No Degree or diploma _____

High School:

Name and location _____

Course of study _____ Did you graduate? Yes No Degree or diploma _____

College:

Name and location _____

Course of study _____ Did you graduate? Yes No Degree or diploma _____

Graduate School:

Name and location _____

Course of study _____ Did you graduate? Yes No Degree or diploma _____

Vocational, or other, training _____

Name and location _____

Course of study _____ Did you graduate? Yes No Degree or diploma _____

Continuing Education: _____

