

# APPLICATION FOR EMPLOYMENT

Our Company hires solely on the basis of merit. It is the policy of the Company to comply with all applicable State and Federal laws prohibiting discrimination in employment based on race, color, sex, religion, national origin, disability, or other protected classifications.

## Applicant Information

Name (First, MI, Last)			
Current Address			
City, State, Zip			
Phone(s)		Email	
Today's Date		Date Available	
Desired Position		Desired Pay	\$
How did you learn about us?			
Are you legally authorized to work in the United States of America?			<input type="checkbox"/> yes <input type="checkbox"/> no
Are you presently employed?	<input type="checkbox"/> yes <input type="checkbox"/> no	If so, where?	
Have you previously worked for us?	<input type="checkbox"/> yes <input type="checkbox"/> no	If so, when?	
Are you at least 18 years of age or older?	<input type="checkbox"/> yes <input type="checkbox"/> no	Age, if under 18	
Have you ever been discharged or asked to resign from a job?	<input type="checkbox"/> yes <input type="checkbox"/> no	If yes, explain	<hr/> <hr/>
Do you have a valid drivers' license?	<input type="checkbox"/> yes <input type="checkbox"/> no	Do you currently use illegal drugs?	<input type="checkbox"/> yes <input type="checkbox"/> no
Can you fluently speak English?	<input type="checkbox"/> yes <input type="checkbox"/> no	Can you fluently read and write English?	<input type="checkbox"/> yes <input type="checkbox"/> no
Are you available to work:	<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Shift Work <input type="checkbox"/> Temporary		
Please note any other information that may be helpful, including foreign languages, certifications, licenses, and computer skills.			
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A past felony conviction is not an absolute bar to employment with the Company. It is our policy to consider:

- (1) The nature and gravity of the offense or conduct; (2) The time that has passed since the offense, conduct and/or completion of the sentence; and
- (3) The nature of the job held or sought. It is also our policy to use individualized assessments to consider more complete information to determine whether exclusions based on past criminal conduct are job related and consistent with business necessity.

Have you ever been convicted of a felony or have such a case pending? If yes, please explain below.	<input type="checkbox"/> yes <input type="checkbox"/> no
Have you ever been convicted of a misdemeanor involving any violent act, use or possession of a weapon, or act of dishonesty for which the record has not been sealed or expunged, or do you have such a case pending? If yes, explain below. (Exclude minor traffic offenses and/or plea of guilt or conviction that has been sealed pursuant to Okla. Stat. title 22 §19, or any other state regulations).	<input type="checkbox"/> yes <input type="checkbox"/> no
Are you subject to any type of agreement that would restrict your ability to work at the Company? Explain on a separate page and provide a copy of the agreement, if yes. Examples: non-compete, confidentiality, or non-disclosure	<input type="checkbox"/> yes <input type="checkbox"/> no
Have you ever been disciplined, terminated, or resigned because of sexual harassment in the workplace? Explain.	<input type="checkbox"/> yes <input type="checkbox"/> no



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## Current Employment

Copy and attach additional pages as needed to provide your complete employment history.

Company		Type of Business	
Address		Phone	
Supervisor		Dates Employed	
Job Title		Ending Pay	\$
Responsibilities		Part or Full Time?	<input type="checkbox"/> PT <input type="checkbox"/> FT
Reason for Leaving			
May we contact your employer?	<input type="checkbox"/> yes <input type="checkbox"/> no	Reason:	



## Previous Employment

Please list newest to oldest

Company		Type of Business	
Address		Phone	
Supervisor		Dates Employed	
Job Title		Ending Pay	\$
Responsibilities		Part or Full Time?	<input type="checkbox"/> PT <input type="checkbox"/> FT
Reason for Leaving			
May we contact your employer?	<input type="checkbox"/> yes <input type="checkbox"/> no	Reason:	

Company		Type of Business	
Address		Phone	
Supervisor		Dates Employed	
Job Title		Ending Pay	\$
Responsibilities		Part or Full Time?	<input type="checkbox"/> PT <input type="checkbox"/> FT
Reason for Leaving			
May we contact your employer?	<input type="checkbox"/> yes <input type="checkbox"/> no	Reason:	

Company		Type of Business	
Address		Phone	
Supervisor		Dates Employed	
Job Title		Ending Pay	\$
Responsibilities		Part or Full Time?	<input type="checkbox"/> PT <input type="checkbox"/> FT
Reason for Leaving			
May we contact your employer?	<input type="checkbox"/> yes <input type="checkbox"/> no	Reason:	



# APPLICATION FOR EMPLOYMENT

## Education

	Institution Name	City & State	Name of Degree Received	Month and Year Degree Awarded	Your Name at Time of Graduation
High School					
Vocational					
Trade School					
College					
Graduate					
Other					

## References

Please list three professional references that are not related to you.

Name		Relationship	
Phone		Address	
Name		Relationship	
Phone		Address	
Name		Relationship	
Phone		Address	

## Disclaimer & Signature

I certify that my answers are true and complete to the best of my knowledge. I understand and agree that any material misrepresentation or deliberate omission of a fact in my application may result in refusal of, or if employed, immediate termination from employment. Although management makes every effort to accommodate individual preference, business needs may at times make the following conditions mandatory: overtime, shift work, rotating work schedule, or a work schedule other than Monday through Friday. I understand and accept these as conditions of my continuing employment. It is my understanding that a thorough investigation may be made into my entire work history and all data given in my application for employment, related papers, or oral interviews. I authorize such investigations and the giving and receiving of any information requested and I release from liability any person giving or receiving such information. I acknowledge that any oral representation or written statements, which may have been made to me, to the contrary of this paragraph, are expressly disavowed and may not be relied upon.

I also understand that a test for illegal controlled substances will be conducted at the expense of the Company as part of the Company's selection and hiring process. Any offer made to an applicant is conditional upon successful completion of the drug screen.

Signature		Date	
Printed Name			

