

APPLICATION FOR EMPLOYMENT

Please Print Clearly

The Company promotes and affords equal treatment and service to all employees and assures that all employees and applications for employment are given an equal employment opportunity without regard to race, religion, color, national origin, age, sex, height, weight, marital status, or the presence of any sensory, mental or physical disability unless such disability effectively prevents the performance of the essential functions and duties required of the position and cannot be reasonably accommodated without undue hardship to the Company. The Company shall operate within the principles of "Equal Opportunity" guidelines set forth in Federal, State and local laws and regulations. All activities relating to employment including recruitment, testing, selection, promotion, training and termination shall be conducted in a nondiscriminatory manner. The Company will cooperate fully with all organizations and commissions that are established and organized to promote Equal Employment Opportunity.

FOR OFFICE USE ONLY

Company Name _____

Employee's Job Title _____

Department Code _____

W/C Code _____

First day as an employee?

M M D D Y Y

What is the employee's first check date?

M M D D Y Y

Pay Information

Primary Pay Type

- \$ _____
Primary pay rate or salary
- Per hour
 - Annual Salary
 - Commission
 - Other _____

Employee works Full-time Part-time

Authorizing Signature _____

EMPLOYEE PORTION

I. GENERAL INFORMATION

Date: _____

Last Name _____

First Name _____

Middle Initial _____

Address _____

Apt.# _____

City _____

State _____

ZIP Code _____

(_____) _____
Telephone (with area code)

E-mail Address _____

Driver's Licence Number _____

State and Date of Expiration _____

Previous Address _____

City _____

State _____

ZIP Code _____

Dates of Residence _____

Have you ever been employed by this Company before before? _____ If yes, give dates of employment _____

Have you ever been convicted of a crime or are there any felony charges against you? _____ If yes, please state date, place, and nature of conviction (A conviction does not constitute an automatic bar to employment). _____

Are you able to perform all of the essential functions and duties required of the position for which you are applying, with or without reasonable accommodation? _____

If no, how would you perform these essential functions and duties, and with what accommodation(s)? _____

If under age 18, please state your age _____

In the case of an emergency, please contact: Name _____ Relationship _____

Daytime Telephone _____ Evening Telephone _____

