

# AT-WILL EMPLOYMENT APPLICATION

(PLEASE PRINT ALL INFORMATION EXCEPT SIGNATURE)

**THIS APPLICATION IS NOT AN EMPLOYMENT CONTRACT** but merely is intended to evaluate suitability for employment. It is the policy of the company to provide equal employment to all qualified persons without discrimination on the basis of sex, race, color, religion, age, marital status, national origin, citizenship, disability, veteran status, or any other status protected under state and federal law. It is also the policy of the company to have the option of conducting pre-employment screening before a job offer is made. If a job offer is made, employment may be contingent upon the successful completion of a medical examination, which may include providing body substance samples. This application will remain active for 180 days.

## PERSONAL INFORMATION

Name	Last	First	Middle	Social Security #
Home Phone				Work Phone

Please list below your current address and your two other most recent addresses:

Current	Street	City	State	Zip	Since (Mo/Yr)
	Street	City	State	Zip	Since (Mo/Yr)
	Street	City	State	Zip	Since (Mo/Yr)

## EDUCATION

High School Attended	City, County & State	Did you earn a Diploma?
Undergraduate College Attended	City, State	Areas of Study
Graduate School Attended	City, State	Areas of Study
Trade, Business or Other School	City, State	Areas of Study

## EMPLOYMENT INFORMATION

Position Applied For:	Date You Can Start Work:	Desired Salary: \$
Do You Prefer: <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time	Can You Work: <input type="checkbox"/> Weekends <input type="checkbox"/> Evenings	

Please answer all of the following questions. When necessary, note question number and use an extra paper to provide explanations:

- 1) Are you at least 18 years of age and legally eligible for work in the United States?  YES  NO
- 2) Will you work overtime when necessary?  YES  NO
- 3) Have you received a description of the job or been made aware of the essential functions of the job you are applying for:  YES  NO
- 4) Do you understand the job requirements?  YES  NO (If no, please explain)
- 5) Are you on layoff and subject to recall?  YES  NO
- 6) Are you currently bound by a noncompetition or trade secret agreement? (If yes, please explain)  YES  NO
- 7) Have you ever been discharged or asked to resign from a job? (If yes, please explain)  YES  NO
- 8) Have you ever been convicted of or pled guilty to a felony or other crime? (If yes, please explain)  YES  NO

## EMPLOYMENT HISTORY

MAY WE CONTACT YOUR PRESENT EMPLOYER?  YES  NO

Please list below your last three employers beginning with the most recent:

Most Recent Employer	City	State	Zip Code	Phone
Position Held	Dates From/To	Pay Rate Upon Leaving	Supervisor	
Duties	Reason for Leaving			

