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**Please print or type**  
 This application must be fully completed to be considered.  
 Please complete each section, even if you attach a resume.  
 We are an Equal Opportunity Employer, committed to  
 excellence through diversity.

**Personal Information (Please Print)**

<b>Last Name:</b>	<b>First Name:</b>	<b>Middle Name</b>
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<b>Current Address</b>	<b>City</b>	<b>State</b>	<b>Zip</b>
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<b>Previous Address</b>	<b>City</b>	<b>State</b>	<b>Zip</b>
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<b>Phone Number</b>	<b>Mobile Number</b>	<b>Email Address</b>
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Are you legally permitted to work in the U.S? YES                      NO	Are you under 18 years of age? YES                      NO	Have you ever been employed by this company or it's affiliates? YES                      NO If Yes, What year and where?
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How were you referred to us?    Advertisement    Friend    Walk-In    Relative    Employment	Can you perform the essential functions of the job applying for with or without reasonable accomodation? YES                      NO
Are any of your relatives presently employed with this company or any other divisions/affiliates? YES                      NO    If yes, name of relative?	

It is the policy of this employer and it's affiliates to comply with all applicable federal, state and local laws prohibiting discrimination in employment based on race, age, color, gender, religion, national origin, disability, veteran status, genetic information, or any other protected status under federal, state and local laws.

**Position**

<b>Position You Are Applying For</b>	<b>Available Start Date</b>	<b>Desired Pay</b>	<b>Are you currently employed?</b> YES                      NO
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Employment Desired Full Time    Part Time    Seasonal Temporary	<b>May we contact your current employer?</b> YES                      NO
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**Shift Availability**

	MON	TUE	WED	THU	FRI	SAT	SUN	<b>ATTENDANCE AND PUNCTUALITY INFORMATION:</b> Consistent attendance and punctuality are essential requirements of every job with this company, including working nights, weekends and holidays. Is there any other factor you would like us to consider regarding scheduling? YES                      NO
From								
To								

NOTE: Work schedules are based upon the needs of the business and may be subject to change on a weekly basis.

**Education**

<b>School Name and Address</b>	<b>Years Attended</b>	<b>Degree Received</b>	<b>Major</b>	<b>Did you graduate?</b>
High School				
College				
Trade or Business School				

**Skills**

What business machines can you operate?	What languages do you speak fluently?	How many words per minute can you type?
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What level and years of experience do you have with the following software? B=Beginner I=Intermediate A=Advanced N=No Experience

Word	Excel	Powerpoint	Outlook	Access	Publisher
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**References: Provide 3 contacts whom you have known at least one year. (not related to you)**

Name	Name of Employer	Title	Contact Number

**Employment History**

Name of Most Recent Employer (1)	Job Title	Dates Employed From:                      To:	
Work Phone	Immediate Supervisor Name	Reason for Leaving	
Address	City	State	Zip
Employer (2)	Job Title	Dates Employed From:                      To:	
Work Phone	Immediate Supervisor Name	Reason for Leaving	
Address	City	State	Zip
Employer (3)	Job Title	Dates Employed From:                      To:	
Work Phone	Immediate Supervisor Name	Reason for Leaving	
Address	City	State	Zip
Employer (4)	Job Title	Dates Employed From:                      To:	
Work Phone	Immediate Supervisor Name	Reason for Leaving	
Address	City	State	Zip

**Signature Disclaimer**

I hereby certify that my answers are true and complete to the best of my knowledge. I authorize my worksite employer, its clients and affiliates to verify the accuracy of the information I've provided and to obtain reference information on my work history. I hereby release my worksite employer, its client's and affiliates from any and all liability of whatever kind and nature which, at any time, could result from obtaining and having an employment decision based on such information. I understand that if employed, false or misleading information in my application or interview may result in my dismissal. I understand that should an employment offer be extended to me and accepted that I will fully adhere to the policies, rules and regulations of employment of my worksite employer. I further understand that neither the policies, rules, and regulations of employment or anything said during the interview process shall be deemed to constitute the terms of an implied employment contract. I understand that any employment offered is for an indefinite duration and at-will and that either I or the employer may terminate my employment at any time with or without notice or cause.

Name (Please Print)	Signature
Date	