



**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 \_\_\_\_\_ Graduated? Yes: \_\_\_\_\_ No: \_\_\_\_\_

City, State

Area of Study

Degree/Certificate/Diploma

Undergraduate College Attended: \_\_\_\_\_

Graduate School Attended: \_\_\_\_\_

Trade, Business or Other School: \_\_\_\_\_

**EMPLOYMENT INFORMATION**

Position Applied For: \_\_\_\_\_ Date You Can Start: \_\_\_\_\_ Desired Salary: \$ \_\_\_\_\_

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

- 1. Yes\_\_\_ No\_\_\_ Are you at least 18 years of age and legally eligible for work in the United States?
- 2. Yes\_\_\_ No\_\_\_ Will you work overtime when necessary?
- 3. Yes\_\_\_ No\_\_\_ Have you received a description of the job or been made aware of the essential functions of the job you are applying for?
- 4. Yes\_\_\_ No\_\_\_ Do you understand the job requirements?

If no, please explain \_\_\_\_\_

- 5. Yes\_\_\_ No\_\_\_ Are you on layoff and subject to recall?
- 6. Yes\_\_\_ No\_\_\_ Are you currently bound by a noncompetition or trade secret agreement?

If yes, please explain \_\_\_\_\_

- 7. Yes\_\_\_ No\_\_\_ Have you ever been discharged or asked to resign from a job?

If yes, please explain \_\_\_\_\_

- 8. Yes\_\_\_ No\_\_\_ Have you ever been convicted of or pled guilty to a felony or other crime?

If yes, please explain \_\_\_\_\_

**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: \_\_\_\_\_ Phone: \_\_\_\_\_

Position Held: \_\_\_\_\_ Dates (From/To): \_\_\_\_\_ Pay Rate Upon Leaving: \$ \_\_\_\_\_ Supervisor: \_\_\_\_\_

Duties: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

**AT-WILL EMPLOYMENT APPLICATION (Continued)**

Next Most Recent Employer: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_ Phone: \_\_\_\_\_  
Position Held: \_\_\_\_\_ Dates (From/To): \_\_\_\_\_ Pay Rate Upon Leaving: \$ \_\_\_\_\_ Supervisor: \_\_\_\_\_  
Duties: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

Next Most Recent Employer: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_ Phone: \_\_\_\_\_  
Position Held: \_\_\_\_\_ Dates (From/To): \_\_\_\_\_ Pay Rate Upon Leaving: \$ \_\_\_\_\_ Supervisor: \_\_\_\_\_  
Duties: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

**JOB RELATED SKILLS**

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

1. Yes\_\_\_ No\_\_\_ Do you have a valid drivers license?  
If yes: Drivers Lic. # \_\_\_\_\_ Date of Issue: \_\_\_\_\_
2. Yes\_\_\_ No\_\_\_ Have you ever been convicted of or pled guilty to any traffic-related offense within the past five years?
3. Yes\_\_\_ No\_\_\_ Have you had your drivers license suspended or revoked or had your driving privileges modified by a court of law?
4. Please list all states from which you hold, or have held a driver's license.

Please use this space to list any special skills you may have that relate to the position applied for:

Please list any professional licenses, designations, certifications, etc. that may relate to the position applied for. Include date granted, name of organization, and any other relevant information.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

**APPLICANT'S CERTIFICATION AGREEMENT**

1. I authorize the investigation of all statements contained in this application and release from all liability any persons or employers supplying such information, and I also release the company from all liability that might result from making the investigation.
2. I certify that the facts and information set forth in this application are true and complete to the best of my knowledge. I understand that any falsification, misrepresentation, or omission of facts on this application (or on any required documents) will be cause for denial of employment or immediate termination of employment, regardless of when or how discovered.
3. I agree, if I am offered and accept a position, to conform to all existing and future Company rules and regulations and I understand that the Company reserves the right to change wages, hours and working conditions as deemed necessary. **I ALSO UNDERSTAND THAT, IF HIRED, MY EMPLOYMENT WILL BE AT-WILL, MEANING THAT EITHER PARTY CAN END THE EMPLOYMENT RELATIONSHIP AT ANY TIME AND FOR ANY OR NO REASON.**
4. I understand that any employment offer is contingent upon my providing, within three (3) working days of employment, valid proof of identity and eligibility to work in order to comply with the immigration Reform and Control Act of 1986.
5. I have read and reviewed the information provided in this application (Pages 1 and 2) and the above statements. By signing this application for employment I certify that I understand all parts of it and have answered all questions completely and accurately.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date