



APPLICATION FOR EMPLOYMENT

We are an equal opportunity employer.

Date: \_\_\_/\_\_\_/\_\_\_

PLEASE PRINT OR TYPE. Name: \_\_\_\_\_ last first middle

Permanent Address: \_\_\_\_\_ Street Address City State Zip Code

Telephone Number: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ SS# \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Cell # (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Work # (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

E-mail address: \_\_\_\_\_

Any relatives or friends working for us? \_\_\_\_\_

If you are under 18 years of age, can you provide required proof of your eligibility?  Yes  No

Do you have a legal right to work in the United States?  Yes  No Resident Alien

Applying for which location (circle one or both) - Twinsburg or Independence

Position desired: \_\_\_\_\_ Date you can start: \_\_\_/\_\_\_/\_\_\_  FT  PT

What other positions could you fill temporarily: \_\_\_\_\_

Please state reasons why you would be a good employee in the desired position:

Strengths? \_\_\_\_\_ Weaknesses? \_\_\_\_\_

How many days have you been absent or late from work in the past 12 months for any reason? please explain: \_\_\_\_\_

What is your availability? A. M.  Mon  Tues  Wed  Thur  Friday  Sat  Sun P. M.  Mon  Tues  Wed  Thur  Friday  Sat  Sun

Explain any special circumstances: \_\_\_\_\_

Do you have dependable transportation to work?  Yes  No

Have you ever been disciplined or fired from a job?  Yes  No

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

Have you been convicted of a felony in the last 10 years? (a conviction does not necessarily preclude employment) If yes, please explain:  Yes  No

Table with 4 columns: Education, Name & Location, Course/Study, Yrs. Completed. Rows include High School, Undergraduate, Military, Graduate.

What are your plans for the next 24 months? (school, work, travel, etc):

\_\_\_\_\_

\_\_\_\_\_



**List Most Recent or Current Employer First**

1. Name of Company

\_\_\_\_\_ Address : \_\_\_\_\_

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Position

\_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_  
Dates of Employment

May we contact present employer? \_\_\_\_\_

Reason for Leaving \_\_\_\_\_ Wage? \_\_\_\_\_

Name & title of Immediate Supervisor? \_\_\_\_\_

2. Name of Company

\_\_\_\_\_ Address: \_\_\_\_\_

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Position

\_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_  
Dates of Employment

Reason for Leaving \_\_\_\_\_ Wage? \_\_\_\_\_

Name & title of Immediate Supervisor? \_\_\_\_\_

3. Name of Company

\_\_\_\_\_ Address: \_\_\_\_\_

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Position

\_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_  
Dates of Employment

Reason for Leaving \_\_\_\_\_ Wage? \_\_\_\_\_

Name & title of Immediate Supervisor? \_\_\_\_\_

**PERSONAL/BUSINESS REFERENCES**

1. \_\_\_\_\_  
Name Address City, State, Zip Code  
( ) ( )  
Home phone number Business number Years acquainted
2. \_\_\_\_\_  
Name Address City, State, Zip Code  
( ) ( )  
Home phone number Business number Years acquainted

I authorize investigation of all statements contained in this application form. I also understand that misrepresentation or omission of the facts called for herein, false or misleading information given in my application or interview, receipt of unsatisfactory references or failure to pass a prescribed physical exam will be sufficient cause for dismissal. If any of the facts called for herein change during the course of employment, this may be sufficient cause for reassignment or dismissal from the company's service. I understand and agree that, if employed by this organization, I will abide by its rules and regulations which I understand are subject to change. I further understand that, if hired, my employment is for no definite period of time and may be terminated by either party at any time. I understand that if my application is considered favorably, I will be required to produce verification I meet the necessary age requirements for the job and verify I am legally entitled to work in the United States before I begin my employment.

\_\_\_\_\_  
Applicant's signature

Proof of right to work and identity will  
be required if selected for hire.

