



Endless Horizons

An Equal Opportunity Employer

NAME: _____ DATE: _____

Application for Employment

All statements made by applicants for employment on this application form will be checked for accuracy. We offer equal employment opportunities to all persons without discrimination on the basis of race, color, religion, age, sex, national origin, citizenship status, physical or mental disability, or past, present, or future service in the Uniformed Services of the U.S., or any other legally protected status. The use of this form does not mean there are positions open and does not obligate us in any way.

PERSONAL INFORMATION

(Please Print)

Name (print) _____ Home Phone _____

Present Address _____ Social Security No. _____

City _____ State _____ Zip _____

Secondary Contact _____ Telephone Number (____) _____

If at present address less than one year, please give previous address: _____

Are you at least 18 years of age? Yes No (Employment is subject to verification of minimum legal age.)

Can you produce documented proof of your eligibility for employment in the United States? Yes No
(Examples: Driver's License, Social Security Card, Birth Certificate, and/or Immigration and Naturalization Service Documents)

Position(s) applied for _____ How soon could you report to work? _____

Type of employment desired Full-time Part-time Temporary Rate of Pay Expected _____

What days and hours, if part-time? Days _____ Hours _____ (AM) to _____ (PM)

EDUCATION

Type of School	Name/Address of School	Courses Majored In	Years Completed	Degree Earned
High School				
College				
Post Graduate				

How did you come to apply? Employee Referral Former Employee Newspaper Ad High School Recruitment
 College Recruitment Walk-In

Other: _____

Have you ever been refused a bond? Yes No If yes, why? _____

Have you ever been convicted of a violation of the law except a minor traffic violation? Yes No If yes, please explain _____

(a conviction will not necessarily disqualify you from employment).

Have you ever held a position of trust (handling money or confidential material)? Yes No If yes, describe

REFERENCES (Do not list relatives or former employers)

Name _____	Address _____	Phone (____) _____
Name _____	Address _____	Phone (____) _____
Name _____	Address _____	Phone (____) _____

PRIOR WORK RECORD (Start with most recent/present employer and complete in full.)

1. Name and Address of Most Recent Employer:		Telephone No.
Supervisor Name:	Date Hired:	Starting Rate:
Job Title/Duties:	Date Left:	Last Rate:
Reason for Leaving:	May we contact: Y N	
2. Name and Address of Most Recent Employer:		Telephone No.
Supervisor Name:	Date Hired:	Starting Rate:
Job Title/Duties:	Date Left:	Last Rate:
Reason for Leaving:	May we contact: Y N	
3. Name and Address of Most Recent Employer:		Telephone No.
Supervisor Name:	Date Hired:	Starting Rate:
Job Title/Duties:	Date Left:	Last Rate:
Reason for Leaving:	May we contact: Y N	

Please provide any additional information such as special skills, training, experience, equipment operation, or other qualifications you feel will be helpful to us in considering your application.

Job Applicant's Agreement and Certification

"I certify that the information given by me in this application is true in all respects, and I agree that if the information given is found to be false in any way, it shall be considered sufficient cause for denial of employment or discharge. I authorize the use of any information in this application to verify my statements, and I authorize past employers, all references, and any other persons to answer all questions asked concerning my ability, character, reputation, and previous employment record. I release all such persons from any liability or damages on account of having furnished such information."

"I understand that nothing contained in this employment application or in the granting of an interview is intended to create an employment contract between the company and myself for either employment or for the providing of any benefit. No promises regarding employment have been made to me, and I understand that no such promise or guarantee is binding upon the company unless made in writing. If an employment relationship is established, I understand that I have the right to terminate my employment at any time and that the company retains the same right."

"If I am offered employment, I agree to submit to a physical examination whenever requested, and I understand my becoming employed and/or my continued employment are subject to the results of any physical examination related to my job duties in accordance with company policies and procedures."

"I understand that I will be required to take a drug test. I understand that I will be required to sign a drug free statement. "I understand that if employed, policies, and rules which are issued are not conditions of employment and that the employer may revise policies or procedures, in whole or in part, at any time."

I understand that this application will be kept on file for six months from the date completed, after which time I would have to reapply in accordance with established company procedures."

(Signature of Applicant) (Date)