

Employment Application

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

We consider applicants for all positions without regard to race, color, religion, sex, age, national origin, marital status, disability, or any other legally protected status. If you require accommodation to participate in the application or interview process, please let us know.

| | | | | | | |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------|------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------|------------|
| Date | Position(s) Applied For | Desired Salary | Availability: <input type="checkbox"/> M _____ <input type="checkbox"/> T _____ <input type="checkbox"/> W _____ <input type="checkbox"/> Th _____ <input type="checkbox"/> F _____ <input type="checkbox"/> Sa _____ <input type="checkbox"/> Su _____ | | | |
| First Name | | Middle Initial | Last Name | | Other Names Used | |
| Address | | | City | | State | Zip |
| Home Phone | | Alternate Phone | | Email Address | | |
| Can you provide required legal proof of your eligibility to work in the U.S., (age, residency, citizenship)? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If under 18, age: _____</i> | | | | Have you ever been found guilty of, had adjudication withheld, or pled no contest to any violation of law (other than traffic)? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes, please explain: Date: _____</i> Details: _____ | | |
| Have you ever: filed an application with us before? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Date: _____ been employed with us before? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Date: _____ | | | | | | |
| Are you: currently employed? <input type="checkbox"/> Yes <input type="checkbox"/> No laid-off and subject to recall? <input type="checkbox"/> Yes <input type="checkbox"/> No | | | | | | |
| How did you learn of this position? <input type="checkbox"/> Walk-In <input type="checkbox"/> Relative <input type="checkbox"/> Newspaper <input type="checkbox"/> Other: _____ <input type="checkbox"/> Friend <input type="checkbox"/> Current Employee <input type="checkbox"/> Pennysaver | | | | | | |

EDUCATION

| | | | |
|----------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|-------------------------------|---------------------|
| High School Diploma? <input type="checkbox"/> Yes <input type="checkbox"/> No | Name of School: _____ | City: _____ | State: _____ |
| GED? <input type="checkbox"/> Yes <input type="checkbox"/> No | County: _____ | City: _____ | State: _____ |
| Post-Secondary Education (College, Graduate School, Trade Schools, etc.)? <input type="checkbox"/> Yes <input type="checkbox"/> No | | Years Completed: _____ | |
| Degree or Certificate Earned? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes, type & concentration: _____</i> | | | |
| Name of School: _____ | | City: _____ | State: _____ |
| Other Post-Secondary Education or Training? <input type="checkbox"/> Yes <input type="checkbox"/> No | | Years Completed: _____ | |
| Degree or Certificate Earned? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes, type & concentration: _____</i> | | | |
| Name of School: _____ | | City: _____ | State: _____ |

PREVIOUS EMPLOYMENT (List most recent employer first)

| | | |
|-----------------------------|--------------------------------------|----------------------|
| Company Name | Start Date | End Date |
| Company Address | Starting Salary | Ending Salary |
| Company Phone Number | Supervisor's Name & Title | Job Title |
| Duties | Reason for Leaving | |

PREVIOUS EMPLOYMENT (continued)

| | | | |
|-----------------------------|--------------------------------------|---------------------------|----------------------|
| <i>Company Name</i> | | <i>Start Date</i> | <i>End Date</i> |
| <i>Company Address</i> | | <i>Starting Salary</i> | <i>Ending Salary</i> |
| <i>Company Phone Number</i> | <i>Supervisor's Name & Title</i> | | <i>Job Title</i> |
| <i>Duties</i> | | <i>Reason for Leaving</i> | |
| <i>Company Name</i> | | <i>Start Date</i> | <i>End Date</i> |
| <i>Company Address</i> | | <i>Starting Salary</i> | <i>Ending Salary</i> |
| <i>Company Phone Number</i> | <i>Supervisor's Name & Title</i> | | <i>Job Title</i> |
| <i>Duties</i> | | <i>Reason for Leaving</i> | |

REFERENCES

| | | |
|----------------|------------------|---------------------|
| <i>Name</i> | <i>Job Title</i> | <i>Phone Number</i> |
| <i>Address</i> | | <i>Relationship</i> |
| <i>Name</i> | <i>Job Title</i> | <i>Phone Number</i> |
| <i>Address</i> | | <i>Relationship</i> |
| <i>Name</i> | <i>Job Title</i> | <i>Phone Number</i> |
| <i>Address</i> | | <i>Relationship</i> |

APPLICANT'S STATEMENT & CERTIFICATION

With my signature below (typed or written), I certify that all information included on this application is true, correct and complete to the best of my knowledge and contains no willful false entries, omissions or misrepresentations. I understand that if it is found that any incorrect or misleading facts were provided, it may remove me from further consideration for employment. In addition, if employed, any willful false entries, omissions, or misrepresentations called for in this application could be cause for dismissal at any time without any previous notice.

I authorize all former employers, schools, references, and other contacts listed on this application to release any relevant information regarding anything documented on this application and release any and all parties involved in this process from any liability or responsibility for requesting or providing such information.

I understand that if hired, employment is for no specific term and may be terminated by me or the employer with or without notice or cause at any time. I further understand that no oral promise, employer policy, custom, business practice or other procedure constitutes an employment contract or modification of the at-will employment relationship between me and the employer.

I agree in advance if there is a workmen's compensation or health claim, I the undersigned, agree to an illegal substance and alcohol testing and understand that if I test positive, my benefits, if any, will be severely cut or none at all.

Signature _____ **Date** _____