



## Employment Application

PLEASE COMPLETE APPLICATION AND RETURN TO THE OFFICE

PLEASE PRINT NAME: \_\_\_\_\_

Today's Date: \_\_\_\_\_

INTERVIEW DATE:

INTERVIEWED BY:

ADDITIONAL NOTES:





**APPLICATIONS NOT FILLED OUT COMPLETELY WILL BE REJECTED**

This Company is an equal opportunity employer. No question on this application is asked for the purpose of excluding any applicant's consideration for employment because of race, color, religion, sex, age, national origin, sexual orientation, veteran's status, disability, or any other characteristic protected under state or federal law. ANY APPLICANT WILL BE IMMEDIATELY REJECTED FOR EMPLOYMENT OR, IF HIRED, TERMINATED WITHOUT NOTICE FOR GIVING FALSE INFORMATION IN THIS APPLICATION OR FAILING TO ACCURATELY PROVIDE INFORMATION REQUESTED. IF HIRED, EMPLOYMENT IS FOR NO FIXED TERM AND THE COMPANY OR THE EMPLOYEE CAN TERMINATE EMPLOYMENT AT ANY TIME.

1. Full Name (Last) (First) (Middle) \_\_\_\_\_ S.S.N. \_\_\_\_\_  
List all other names you have worked under or are known by: \_\_\_\_\_

2. Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
Mailing address, if different \_\_\_\_\_  
How long have you been a resident of the city in which you reside? \_\_\_\_\_  
Last previous address \_\_\_\_\_

3. If hired, can you furnish proof of age? Yes  No  (An offer of employment, if made, will be subject to verification that applicant's age meets legal requirements.)

4. For what position are you applying? (Note applications for "any" job will not be considered)  
1<sup>st</sup> Choice \_\_\_\_\_ 2<sup>nd</sup> Choice \_\_\_\_\_ 3<sup>rd</sup> Choice \_\_\_\_\_

5. Are you skilled on a computer? Yes  No  List computer programs you are familiar with: \_\_\_\_\_

6. Do you have any work-related military experience in a federal or state unit? Yes  No   
If "Yes" please explain: \_\_\_\_\_

8. Have you ever been an employee of this company under your own name or another name: Yes  No  If "yes" please give name: \_\_\_\_\_

9. Have you ever been terminated or asked to resign? Yes  No  If "yes" please explain: \_\_\_\_\_

10. Do you have a means for getting to work regularly? Yes  No

11. If an offer of employment is made, and prior to your commencement of employment duties, you may be required to undergo a drug test, the results of which may affect the offer of employment. Are you willing to undergo such drug test?  
Yes  No





12. EMPLOYMENT HISTORY: MUST BE DETAILED AND ACCURATE TO AVOID DISQUALIFICATION  
Give last five employers in chronological order. Do not make any omissions.

Name of last Employer: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
Address \_\_\_\_\_  
Name of immediate supervisor: \_\_\_\_\_  
From: \_\_\_\_\_ To: \_\_\_\_\_ Previous Pay: \_\_\_\_\_ Reason for leaving: \_\_\_\_\_

Name of last Employer: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
Address \_\_\_\_\_  
Name of immediate supervisor: \_\_\_\_\_  
From: \_\_\_\_\_ To: \_\_\_\_\_ Previous Pay: \_\_\_\_\_ Reason for leaving: \_\_\_\_\_

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Name of last Employer: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
Address \_\_\_\_\_  
Name of immediate supervisor: \_\_\_\_\_  
From: \_\_\_\_\_ To: \_\_\_\_\_ Previous Pay: \_\_\_\_\_ Reason for leaving: \_\_\_\_\_

13. Have you ever been convicted of a crime under your own or another name?  
(Do not include traffic tickets.) Yes  No  If "yes" state crime: \_\_\_\_\_  
Date: \_\_\_\_\_ Charge: \_\_\_\_\_ Court (Justice, muni, etc.) Location: \_\_\_\_\_  
Disposition of case: \_\_\_\_\_  
If "yes" state crime: \_\_\_\_\_ Date: \_\_\_\_\_ Charge: \_\_\_\_\_ Court (justice, muni, etc.)  
Location: \_\_\_\_\_ Disposition of case: \_\_\_\_\_

(Note: Conviction of a crime or crimes will not necessarily disqualify you from employment.)



14.

- A. Are you over 18 years of age? Yes  No
- B. Are you over 21 years of age? Yes  No
- C. If necessary, could you work overtime? Yes  No
- D. If necessary, can you travel or relocate? Yes  No
- E. Which languages are you fluent in? English  Spanish  Other: \_\_\_\_\_
- F. Do you have a valid Nevada driver's license? Yes  No
- G. Have you ever had your driver's license suspended or revoked? Yes  No
- H. From what state(s) do you currently possess a valid driver's license? \_\_\_\_\_
- I. List out-of-state driver's license identification number: \_\_\_\_\_

15. Education

Education	Name of School	Graduated Yes or No	Graduation Date:	Major	Minor	Degree
High School						
College						
Graduate School						
Trade or Business						
Correspondence						

16. What prompted your application? Employment agency  Own accord  Advertisement   
 Employee referral:  Other  \_\_\_\_\_  
 Name of employee who referred you: \_\_\_\_\_

17. Emergency Contact: Name: \_\_\_\_\_  
 Phone Number: \_\_\_\_\_  
 Relation: \_\_\_\_\_



AFFIDAVIT -PLEASE READ CAREFULLY

I have truthfully disclosed all information asked for in this application.

I authorize contact with any person or entity named in this application and any other person or entity who may have knowledge concerning my past for the purpose of obtaining information material to my qualifications and suitability for employment.

I authorize all of those with whom I am acquainted -previous employers, professionals, institutions, neighbors, friends, agencies asked to provide criminal conviction history and others -to furnish any and all information they may have concerning me which may be material to my qualifications and suitability for the job for which I have applied.

Since all employees are hired for an indefinite and unspecified duration, none of these classifications guarantees employment for any specific length of lime. I understand that nothing in this application is intended to imply or create an employment relationship or contract of employment. Employment is at the mutual consent of the employee and the company.

Accordingly, either the employee or the company can terminate the employment relationship at will, at any time, with or without cause or advance notice. Furthermore, no employee or representative of the company, other than the President, has any power or legal authority to alter the at-will nature of the employment relationship. The President can alter the nature of the relationship only if he expressly does so in a written agreement that is signed both by the President and the employee involved. This represents an integrated agreement with respect to the at-will nature of the employment relationship.

Date: \_\_\_\_\_ Applicant Signature: \_\_\_\_\_

Received By: \_\_\_\_\_ Date: \_\_\_\_\_

FOR INTERVIEWER USE ONLY

Interviewed: Date & Time: \_\_\_\_\_ Interviewer: \_\_\_\_\_

Employment offered?  Yes  No Offer Conditioned?  Yes  No If offer conditioned, describe:

Offer accepted?  Yes  No

If no offer made, state lawful reason: \_\_\_\_\_

Job classification: \_\_\_\_\_

If hired, emergency contact is: Name: \_\_\_\_\_ Starting pay: \$. \_\_\_\_\_ per \_\_\_\_\_

