



## Employment Application

We consider applicants for all positions on the basis of qualifications and without regard to race, color, religion, sex, national origin, age, veteran status, disability or any other legally protected status.

***PLEASE PRINT***

Position(s) Applied For	Date of Application
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How did you learn about the company? (circle one)					
Advertisement	Friend	Walk-in	Recruiting Firm	Current Employee	Other

Last Name	First Name	Middle Name	
Address	City	State	Zip Code

Contact Information where we can contact you:		
Email Address: _____		
Home: (    )	Cell: (    )	Work: (    )

Are you available to work: _____ Regular Full-time; _____ Regular Part-time; _____ Temporary	
On what date would you be available for work? _____	
If you are <u>less than</u> 18 years of age, can you provide required proof of your eligibility to work?	Yes    No
Have you ever been convicted of a felony?	Yes    No
If yes, please explain: _____	
Have you ever been employed with the company before?	Yes    No
If yes, please give date(s): _____	

Are you currently employed? Yes No

May we contact your present employer for references? Yes No

Are you legally qualified to work in the United States?  
*(Proof of citizenship or immigration status will be required upon employment.)* Yes No

List names of relatives currently employed by this Company:

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### EDUCATION

	Elementary School	High School	Technical School	College	Other
School Name and Location					
Years Completed	4 5 6 7 8	9 10 11 12	1 2	1 2 3 4	1 2 3 4
Diploma Degree		Yes No	Yes No	Yes No	
Major Course(s) of Study					

Summarize formal training not listed above:

Describe honors received:

List professional, trade, business, or civil activities and offices held.

You may exclude memberships which may reveal sex, race, religion, national origin, age, or disability or other protected status.

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### REFERENCES

Give name, address, and telephone number of three business references who are not related to you.

1. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_






## EMPLOYMENT EXPERIENCE

**Start with your present or most recent position.**

1. Employer	Dates Employed		Work Performed
Address	From	To	
Telephone Number(s)	Base Pay		
Job Title	Start	Final	
Supervisor			
Reason for Leaving			
2. Employer	Dates Employed		Work Performed
Address	From	To	
Telephone Number(s)	Base Pay		
Job Title	Start	Final	
Supervisor			
Reason for Leaving			
3. Employer	Dates Employed		Work Performed
Address	From	To	
Telephone Number(s)	Base Pay		
Job Title	Start	Final	
Supervisor			
Reason for Leaving			



4. Employer	Dates Employed		Work Performed
Address	From	To	
Telephone Number(s)	Base Pay		
Job Title	Start	Final	
Supervisor			
Reason for Leaving			

. Employer	Dates Employed		Work Performed
Address	From	To	
Telephone Number(s)	Base Pay		
Job Title	Start	Final	
Supervisor			
Reason for Leaving			

**If you need additional space for employment experience, please request a second application.**

**Special Skills and Qualifications**

Summarize special job-related skills and qualifications acquired from employment or other experience.

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Have you ever had any job-related training in the United States military?

Yes No

If yes, please give date(s) \_\_\_\_\_



I certify that the answers given herein are true and complete to the best of my knowledge. I also authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written documentation or by conduct unless, such change is specifically acknowledged in writing by an authorized executive of this organization.

Applicants who falsify, misstate, or omit any information may be refused consideration, have an offer of employment retracted, or, if employed, may be terminated at any time upon the discovery of the false information, misstatement or omission.

This company is a smoke-free workplace in compliance with the Non-Smoker Protection Act, Tennessee Code 39-17-1801-1810. In accordance with that law and company policy, smoking is prohibited in enclosed areas of company property.

I understand I will be required to successfully complete the Company's pre-employment screening process which may include, but is not limited to, substance abuse testing, previous employer references, and a personality profile.

If employed, I also understand that I may be required to work overtime as a condition of being employed.

If employed, I understand, also, that I am required to abide by all rules and regulations of the Employer.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

