



EQUAL EMPLOYMENT OPPORTUNITY

It is the policy of the Company to provide equal employment opportunity to all employees and applicants for employment and not to discriminate on any basis prohibited by law, including race, color, sex, age, religion, national origin, disability, marital status or veteran status. It is our intent and desire that equal employment opportunities will be provided in employment, recruitment, selection, compensation, benefits, promotion, demotion, layoff, termination and all other terms and conditions of employment. The President of the Company and all managerial personnel are committed to this policy and its enforcement.

Employees are directed to bring any violation of this policy to the immediate attention of their supervisor or the company president. Any employee who violates this policy or knowingly retaliates against an employee reporting or complaining of a violation of this policy shall be subject to immediate disciplinary action, up to and including discharge. Complaints brought under this policy will be promptly investigated and handled with due regard for the privacy and respect of all involved.

Instructions: Print clearly in blue/black ink, answer all questions and sign/date form:

EMPLOYMENT APPLICATION FORM

PERSONAL INFORMATION

Full Name: _____

Address: _____

City, State, Zip: _____

Phone: _____

Are you eligible to work in the USA?

Yes ____ No ____

If you are under 18, do you have an employment/age certificate?

Yes ____ No ____

POSITION/AVAILABILITY

Position applied for: _____

Start Date Available: _____

EDUCATION

School	Location	Area Study/Degree/Diploma
--------	----------	---------------------------

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

SKILLS & QUALIFICATIONS

Licenses, Skills, Training, Awards, Etc.

OTHER INFORMATION

EMPLOYMENT HISTORY

Employer: _____

Address: _____

Supervisor: _____

Phone: _____

Position/Title: _____

Dates: _____

Responsibility: _____

Reason for leaving: _____

Employer: _____

Address: _____

Supervisor: _____

Phone: _____

Position/Title: _____

Dates: _____

Responsibility: _____

Reason for leaving: _____

Employer: _____

Address: _____

Supervisor: _____

Phone: _____

Position/Title: _____

Dates: _____

Responsibility: _____

Reason for leaving: _____

May we contact your present most recent employer?

Yes _____ No _____

REFERENCES

Names/Title, Address, Phone, Occupation

I certify that the information contained in this application is true and complete. I understand that false information may be grounds for not hiring or for immediate termination of employment at any future date if I am hired. I authorize the verification of any or all information listed.

Signature: _____

Date: _____