



ENTACT

APPLICATION FOR EMPLOYMENT

(APPLICATION MUST BE COMPLETED IN FULL EVEN IF ATTACHING A RESUME.)

POSITION APPLIED FOR _____ DATE OF APPLICATION _____

DATE AVAILABLE: _____ EXPECTED WAGE: _____

PERSONAL

FULL NAME	FIRST	MIDDLE	LAST	LAST 4 DIGITS OF SSN
PRESENT ADDRESS	COMPLETE STREET ADDRESS, CITY, STATE, ZIP		E-MAIL ADDRESS	HOME TELEPHONE #
				CELL PHONE #
HAVE YOU EVER APPLIED OR WORKED FOR THE COMPANY BEFORE? IF YES, LIST DATE WHEN APPLIED OR LOCATION AND DATES WORKED:				
HOW WERE YOU REFERRED?				

GENERAL INFORMATION

ONLY U.S. CITIZENS OR ALIENS WHO HAVE A LEGAL RIGHT TO WORK IN THE U.S. ARE ELIGIBLE FOR EMPLOYMENT. CAN YOU, UPON EMPLOYMENT, PROVIDE GENUINE DOCUMENTATION ESTABLISHING YOUR IDENTITY AND ELIGIBILITY TO BE LEGALLY EMPLOYED IN THE U.S.? YES NO

HAVE YOU BEEN CONVICTED OF A CRIME OR VIOLATION OTHER THAN A MINOR TRAFFIC INFRACTION? YES NO (A CONVICTION RECORD WILL NOT NECESSARILY BE A BAR TO EMPLOYMENT. FACTORS SUCH AS JOB RELATIONS, SERIOUSNESS AND NATURE OF VIOLATION AND REHABILITATION WILL BE TAKEN INTO ACCOUNT.) IF YES, PLEASE EXPLAIN:

EDUCATION

PLEASE LIST HIGHEST EDUCATION ACHIEVED: GED HS DIPLOMA ASSOCIATE DEGREE BACHELOR MASTERS NONE OTHER _____

NAME OF SCHOOL: _____ CITY/STATE: _____ YR OBTAINED _____

PERSONAL OR BUSINESS REFERENCES – DO NOT LIST FAMILY MEMBERS

1	NAME	TELEPHONE ()
RELATIONSHIP:		HOW LONG KNOWN:
2	NAME	TELEPHONE ()
RELATIONSHIP:		HOW LONG KNOWN:

EMPLOYMENT HISTORY – MUST COMPLETE EVEN IF RESUME PROVIDED

BEGIN WITH YOUR MOST RECENT EMPLOYMENT [1] AND CONTINUE WITH ALL PAST EMPLOYMENT (ATTACH ADDITIONAL SHEET IF NECESSARY)

1	EMPLOYER NAME	FROM		TO		JOB TITLE:	DESCRIBE YOUR GENERAL JOB DUTIES:
		MO	YR	MO	YR		

EMPLOYER ADDRESS	EMPLOYER PHONE	ENDING SALARY	REASON FOR LEAVING
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MAY WE CONTACT THIS EMPLOYER? [] YES [] NO IF NO, REASON:

EXPLAIN ANY PERIOD BETWEEN JOBS:

2	EMPLOYER NAME	FROM		TO		JOB TITLE:	DESCRIBE YOUR GENERAL JOB DUTIES:
		MO	YR	MO	YR		

EMPLOYER ADDRESS	EMPLOYER PHONE	ENDING SALARY	REASON FOR LEAVING
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MAY WE CONTACT THIS EMPLOYER? [] YES [] NO IF NO, REASON:

EXPLAIN ANY PERIOD BETWEEN JOBS:

3	EMPLOYER NAME	FROM		TO		JOB TITLE:	DESCRIBE YOUR GENERAL JOB DUTIES:
		MO	YR	MO	YR		

EMPLOYER ADDRESS	EMPLOYER PHONE	ENDING SALARY	REASON FOR LEAVING
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MAY WE CONTACT THIS EMPLOYER? [] YES [] NO IF NO, REASON:

EXPLAIN ANY PERIOD BETWEEN JOBS:

ADDITIONAL EXPERIENCE OR QUALIFICATION

LIST ANY OTHER EXPERIENCE, SKILLS OR OTHER QUALIFICATIONS INCLUDING HOBBIES, WHICH YOU BELIEVE SHOULD BE CONSIDERED IN EVALUATING YOUR QUALIFICATIONS FOR EMPLOYMENT. **PLEASE LIST ALL RELEVANT CERTIFICATIONS.**

ATTENDANCE AND PUNCTUALITY INFORMATION

CONSISTENT ATTENDANCE AND PUNCTUALITY ARE ESSENTIAL REQUIREMENTS OF EVERY JOB WITH THIS COMPANY. IS THERE ANYTHING WHICH WOULD INTERFERE WITH YOUR REGULAR ATTENDANCE AND PUNCTUALITY IF YOU ARE OFFERED A JOB WITH THE COMPANY? [] YES [] NO. IF YES, PLEASE EXPLAIN:

NOTIFICATION AND AGREEMENT

I CERTIFY THAT ALL ANSWERS GIVEN BY ME ARE TRUE, ACCURATE AND COMPLETE. I UNDERSTAND THAT THE FALSIFICATION, MISREPRESENTATION OR OMISSION OF FACT ON THIS APPLICATION (OR ANY OTHER ACCOMPANYING OR REQUIRED DOCUMENTS) WILL BE CAUSE FOR DENIAL OF EMPLOYMENT OR IMMEDIATE TERMINATION OF EMPLOYMENT, REGARDLESS OF WHEN OR HOW DISCOVERED. I AUTHORIZE THE INVESTIGATION OF ALL STATEMENTS AND INFORMATION CONTAINED IN THIS APPLICATION. I RELEASE FROM ALL LIABILITY ANYONE SUPPLYING SUCH INFORMATION AND I ALSO RELEASE THE EMPLOYER FROM ALL LIABILITY THAT MIGHT RESULT FROM MAKING AN INVESTIGATION. I UNDERSTAND IT IS THE POLICY OF THE COMPANY TO AFFORD EQUAL OPPORTUNITY TO ALL EMPLOYEES AND APPLICANTS FOR EMPLOYMENT WITHOUT REGARD TO AGE, RACE, RELIGION, COLOR, SEX, NATIONAL ORIGIN, MARITAL STATUS, PREGNANCY OR DISABILITY AND ANY OTHER CHARACTERISTICS PROTECTED BY FEDERAL, STATE OR LOCAL LAW. IF HIRED, I AGREE TO ABIDE BY ALL OF THE COMPANY RULES AND REGULATION, AND UNDERSTAND THAT, IF EMPLOYED, MY EMPLOYMENT IS THAT OF "AT-WILL".

APPLICANT SIGNATURE: _____ **DATE:** _____