



**EMPLOYMENT APPLICATION**

Equal access to programs, services, and employment is available to all persons. Those applicants requiring reasonable accommodation to the application and/or interview process should notify a representative of the Company

**Please Print:**

Position applied for \_\_\_\_\_ Date of application \_\_\_\_\_

Name \_\_\_\_\_

Last First Middle

Address \_\_\_\_\_

Street City State Zip Code

Telephone # ( ) Cell # ( ) Email \_\_\_\_\_

If you are under 18, can you provide a work permit as proof of eligibility to work? \_\_\_\_\_ yes \_\_\_\_\_ no

If **No** please explain \_\_\_\_\_

Have you ever been employed here before? \_\_\_\_\_ yes \_\_\_\_\_ no If **yes**, give dates and supervisors

Are you authorized to work lawfully in the United States? \_\_\_\_\_ yes \_\_\_\_\_ no

Date available for work \_\_\_\_/\_\_\_\_/\_\_\_\_ What is your desired salary range? \$ \_\_\_\_\_

Type of employment desired \_\_\_\_\_ Full-Time \_\_\_\_\_ Part-Time \_\_\_\_\_ Temporary \_\_\_\_\_ Seasonal

Provide a drivers license number in the event driving is required for the position in which you are applying

Number \_\_\_\_\_ State \_\_\_\_\_

*Answering "yes" to the following question does not constitute an automatic bar to employment. Factors such as date of the offense, seriousness and nature of the violation, rehabilitation and position applied for will be taken into account.*

Have you ever pled "guilty" or "no contest" to, or been convicted of a crime? \_\_\_\_\_ yes \_\_\_\_\_ no

If **Yes**, please provide date (s) and details \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**EMPLOYMENT HISTORY:** Starting with your most recent employer, provide the following information:

Employer \_\_\_\_\_ Telephone# \_\_\_\_\_

Dates Employed: \_\_\_\_ to \_\_\_\_ Street address \_\_\_\_\_ City \_\_\_\_\_

State \_\_\_\_\_ Starting Salary: \_\_\_\_\_ Starting job title \_\_\_\_\_

Final job title \_\_\_\_\_ Ending Salary: \_\_\_\_\_

Immediate supervisor and title \_\_\_\_\_

\_\_\_\_\_ May we contact for reference? \_\_\_\_\_ Yes\_

\_\_\_\_\_ No Why did you leave? \_\_\_\_\_

Summarize the type of work performed and job responsibilities? \_\_\_\_\_



Employer \_\_\_\_\_ Telephone# \_\_\_\_\_

Dates Employed: \_\_\_ to \_\_\_ Street address \_\_\_\_\_ City \_\_\_\_\_

State \_\_\_\_\_ Starting Salary: \_\_\_\_\_ Starting job title \_\_\_\_\_

Final job title \_\_\_\_\_ Ending Salary: \_\_\_\_\_

Immediate supervisor and title \_\_\_\_\_ May we contact for reference? \_\_ Yes \_\_\_ No

Why did you leave? \_\_\_\_\_

Summarize the type of work performed and job responsibilities? \_\_\_\_\_

Employer \_\_\_\_\_ Telephone# \_\_\_\_\_

Dates Employed: \_\_\_ to \_\_\_ Street address \_\_\_\_\_ City \_\_\_\_\_

State \_\_\_\_\_ Starting Salary: \_\_\_\_\_ Starting job title \_\_\_\_\_

Final job title \_\_\_\_\_ Ending Salary: \_\_\_\_\_

Immediate supervisor and title \_\_\_\_\_

\_\_\_\_\_ May we contact for reference? \_\_\_ Yes \_\_\_ No Why did you leave? \_\_\_\_\_

\_\_\_\_\_ Summarize the type of work performed and job responsibilities? \_\_\_\_\_

\_\_\_\_\_

**SKILLS AND QUALIFICATIONS:**

*Summarize any special training, skills, licenses and/or certificates that may assist you in performing the position for which you are applying:*

\_\_\_\_\_  
\_\_\_\_\_

Computer Skills (*Check where appropriate. Include software titles and years of experience.*)

\_\_\_\_\_  
\_\_\_\_\_



**EDUCATIONAL BACKGROUND:**

Starting with your most recent school attended, provide the following information:

School (include City/State)	Yrs. Completed	Completed	GPA/Class Rank	Major/Minor
		<input type="checkbox"/> Diploma <input type="checkbox"/> GED <input type="checkbox"/> Degree _____ <input type="checkbox"/> Certification _____ <input type="checkbox"/> Other _____		
		<input type="checkbox"/> Diploma <input type="checkbox"/> GED <input type="checkbox"/> Degree _____ <input type="checkbox"/> Certification _____ <input type="checkbox"/> Other _____		

**REFERENCES:**

List names and telephone numbers of three business/work references **not** related to you and are **not** previous supervisors. If not applicable, list three schools or personal references who are not related to you.

Name	Title	Relationship to you	Telephone	Number of Years



**APPLICANT STATEMENT:**

I certify that all information I have provided, to apply for and secure work with this employer, is true complete and correct.

I expressly authorize, without reservation, the employer, its representatives, employees or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, resume or job interview. I hereby waive any and all rights and claims I may have regarding the employer, its agents, employees or representatives, for seeking, gathering and using truthful and non-defamatory information in a lawful manner, in the employment process and all other persons, corporations or organizations for furnishing such information about me.

I understand that this employer does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or eliminating any applicant from consideration for employment on any basis prohibited by applicable local, state or federal law.

I understand that this application remains current for 180 days. After 180 days, if I have not heard from the employer and still wish to be considered for employment, I understand it is my responsibility to inquire as to whether applications are being accepted at that time.

If I am hired, I understand that I am free to resign at any time, with or without cause and with or without prior notice, and the employer reserves the same right to terminate my employment at any time, with or without cause and with or without prior notice except as may be required by law. This application does not constitute an agreement or contract for employment for any specified period or definite duration I understand that no supervisor or representative of the employer is authorized to make any assurances to the contrary and that no implied oral or written agreements contrary to the foregoing express language are valid unless they are in writing and signed by the employer's president.

I understand I may be required to successfully pass a pre-employment drug and/or alcohol test as a condition of employment

I also understand that if I am hired, I will be required to provide proof of identity and legal authorization to work in the United States of America and that federal immigration laws require me to complete an I-9 Form in this regard.

I understand that any information provided by me that is found to be false, incomplete or misrepresented in any respect, will be sufficient cause to (1) eliminate me from further consideration for employment, or (2) may result in my immediate discharge from the employer's service, whenever it is discovered.

**DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE APPLICANT STATEMENT.**

I certify that I have read, fully understand and accept all terms of the foregoing Applicant Statement.

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

Date/\_\_\_\_/\_\_\_\_

Printed Name of Applicant: \_\_\_\_\_



**LIST OF EXPERIENCE**

**Please complete the following:**

Please check the column that closest describes your experience:

	NO EXPERIENCE (Would like to learn)	SOME EXPERIENCE (Still Need Direction)	MUCH EXPERIENCE (Minimal Direction Needed)	COMMENTS
Supervision				
Equipment:				
Safety:				
Other skill? – please list				
Overall:				

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HR@NORSTARCOMPANY.COM**