



# 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

|  |   |                |                |                  |
|--|---|----------------|----------------|------------------|
| <b>FULL NAME</b>   | FIRST NAME                                | MIDDLE INITIAL | LAST NAME      |                  |
| <b>PRESENT ADDRESS</b>   | 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

|               |      |                 |
|---------------|------|-----------------|
| <b>1</b>      | NAME | TELEPHONE ( )   |
| RELATIONSHIP: |      | HOW LONG KNOWN: |
| <b>2</b>      | 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)

|          |                      |      |    |    |    |            |                                   |
|----------|----------------------|------|----|----|----|------------|-----------------------------------|
| <b>1</b> | <b>EMPLOYER NAME</b> | FROM |    | TO |    | JOB TITLE: | DESCRIBE YOUR GENERAL JOB DUTIES: |
|          |                      | MO   | YR | MO | YR |            |                                   |

|                  |                |               |                    |
|------------------|----------------|---------------|--------------------|
| EMPLOYER ADDRESS | EMPLOYER PHONE | ENDING SALARY | REASON FOR LEAVING |
|------------------|----------------|---------------|--------------------|

MAY WE CONTACT THIS EMPLOYER? [ ] YES [ ] NO IF NO, REASON:

EXPLAIN ANY PERIOD BETWEEN JOBS:

|          |                      |      |    |    |    |            |                                   |
|----------|----------------------|------|----|----|----|------------|-----------------------------------|
| <b>2</b> | <b>EMPLOYER NAME</b> | FROM |    | TO |    | JOB TITLE: | DESCRIBE YOUR GENERAL JOB DUTIES: |
|          |                      | MO   | YR | MO | YR |            |                                   |

|                  |                |               |                    |
|------------------|----------------|---------------|--------------------|
| EMPLOYER ADDRESS | EMPLOYER PHONE | ENDING SALARY | REASON FOR LEAVING |
|------------------|----------------|---------------|--------------------|

MAY WE CONTACT THIS EMPLOYER? [ ] YES [ ] NO IF NO, REASON:

EXPLAIN ANY PERIOD BETWEEN JOBS:

|          |                      |      |    |    |    |            |                                   |
|----------|----------------------|------|----|----|----|------------|-----------------------------------|
| <b>3</b> | <b>EMPLOYER NAME</b> | FROM |    | TO |    | JOB TITLE: | DESCRIBE YOUR GENERAL JOB DUTIES: |
|          |                      | MO   | YR | MO | YR |            |                                   |

|                  |                |               |                    |
|------------------|----------------|---------------|--------------------|
| EMPLOYER ADDRESS | EMPLOYER PHONE | ENDING SALARY | REASON FOR LEAVING |
|------------------|----------------|---------------|--------------------|

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:** \_\_\_\_\_