



Note: Our Company hires solely on the basis of merit. It is the policy of the Company to comply with all applicable State and Federal laws prohibiting discrimination in employment based on race, color, sex, religion, national origin, disability, or other protected classifications.

APPLICANT INFORMATION

Name: Last		First		Middle	
Address: Street				Apt/Unit #	
City		State		ZIP	
Phone(s)		Email			
Today's Date:		Date Available:		Desired Pay:	\$
Desired Position:			How did you learn about us?		
Are you presently employed?	yes <input type="checkbox"/>	no <input type="checkbox"/>	If so, where?		
Are you legally authorized to work in the United States of America?				yes <input type="checkbox"/>	no <input type="checkbox"/>
Have you previously worked for us?	yes <input type="checkbox"/>	no <input type="checkbox"/>	If so, when?		
Are you at least 18 years of age or older?	yes <input type="checkbox"/>	no <input type="checkbox"/>	Age if under 18		
Do you have a valid drivers' license?	yes <input type="checkbox"/>	no <input type="checkbox"/>	Do you currently use illegal drugs?		yes <input type="checkbox"/> no <input type="checkbox"/>
Are you available to work:	Full Time <input type="checkbox"/>	Part Time <input type="checkbox"/>	Shift Work <input type="checkbox"/>	Temporary <input type="checkbox"/>	
Have you ever been discharged or asked to resign from a job?	yes <input type="checkbox"/>	no <input type="checkbox"/>	If yes, explain		_____ _____
Please note any other information that may be helpful. (certifications, licenses, special skills, computer skills, foreign languages)					
_____ _____ _____					
Have you ever plead guilty, been convicted, received court-ordered community service, deferred adjudication, probation, or pre-trial diversion a misdemeanor or felony (excluding minor traffic offenses and/or plea of guilt or conviction that has been sealed pursuant to Okla. Stat. title 22 §19, or any other state regulations)?		yes <input type="checkbox"/>	no <input type="checkbox"/>	If yes, please list and explain	
Note: Conviction will not necessarily disqualify you from the position for which you are applying.		_____ _____ _____ _____ _____			

EDUCATION

	School Name, City, & State	# of Years Completed	Area of Study	Did You Graduate?	Degree Received
High School					
Vocational					
College					
Other					

PREVIOUS EMPLOYMENT

Please list most recent employment first, to least recent employment.

Company		Type of Business			
Address		Phone	()		
Job Title		Dates Employed		Ending Pay	\$
Responsibilities					
Supervisor		Reason for Leaving			
May we contact your employer?	yes <input type="checkbox"/>	no <input type="checkbox"/>	Reason?		

Company		Type of Business			
Address		Phone	()		
Job Title		Dates Employed		Ending Pay	\$
Responsibilities					
Supervisor		Reason for Leaving			
May we contact your employer?	yes <input type="checkbox"/>	no <input type="checkbox"/>	Reason?		

Company		Type of Business			
Address		Phone	()		
Job Title		Dates Employed		Ending Pay	\$
Responsibilities					
Supervisor		Reason for Leaving			
May we contact your employer?	yes <input type="checkbox"/>	no <input type="checkbox"/>	Reason?		



REFERENCES

Please list three professional references who are not related to you.

Name		Relationship	
Phone	()	Address	
Name		Relationship	
Phone	()	Address	
Name		Relationship	
Phone	()	Address	

DISCLAIMER AND SIGNATURE

I certify that my answers are true and complete to the best of my knowledge. I understand and agree that any material misrepresentation or deliberate omission of a fact in my application may result in refusal of, or if employed, immediate termination from employment. Although management makes every effort to accommodate individual preference, business needs may at times make the following conditions mandatory: overtime, shift work, rotating work schedule, or a work schedule other than Monday through Friday. I understand and accept these as conditions of my continuing employment. It is my understanding that a thorough investigation may be made into my entire work history and all data given in my application for employment, related papers, or oral interviews. I authorize such investigations and the giving and receiving of any information requested and I release from liability any person giving or receiving such information. I acknowledge that any oral representation or written statements, which may have been made to me, to the contrary of this paragraph, are expressly disavowed and may not be relied upon.

I also understand that a test for illegal controlled substances will be conducted at the expense of the Company as part of the Company's selection and hiring process. Any offer made to an applicant is conditional upon successful completion of the drug screen.

Signature		Date	
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