



APPLICANT INFORMATION (PLEASE WRITE NEATLY AND LEGIBLY)									
Last Name			First Name			M.I.		Date	
Street Address					Apartment/Unit #				
City			State		ZIP				
*Phone		*Secondary:			Email Address				
Date Available		Social Security No. (SSN)			- -		Desired Salary		\$_____.
Position Applying for									
Have you been you a resident of Ohio for at least 5 years?				YES <input type="checkbox"/>	NO <input type="checkbox"/>	If no, are you authorized to work in the U.S.?			YES <input type="checkbox"/> NO <input type="checkbox"/>
Have you ever worked for this company?				YES <input type="checkbox"/>	NO <input type="checkbox"/>	If so, when?			
Have you ever been convicted of a law violation(s), including moving traffic violation(s), but excluding offenses committed before your eighteenth (18) birthday?				YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, explain			
If you've previously used an alternate name (<i>other than listed above</i>), please provide:									
EDUCATION									
What was the highest grade completed? (Please Circle) 1 2 3 4 5 6 7 8 9 10 11 12									
How many years of <u>post-high</u> school education have you completed? (Please Circle) 1 2 3 4 5 6 7 8 9 10 11 12									
High School			Address						
From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree				
College			Address						
From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree				
Other			Address						
From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree				
* If you expect to complete an educational program in the near future, please indicate what type of degree or program and expected completion date:									
List additional information you feel would help evaluate your employment application:									
List office equipment with which you are familiar:									
List any licenses/certificates that you hold which are required for a position:									
REFERENCES									
** Please list three (3) professional references (<i>whom are non-relatives</i>)									
Full Name			Relationship			Years Known:			
Address			Phone () -						
Full Name			Relationship			Years Known:			
Address			Phone () -						
Full Name			Relationship			Years Known:			
Address			Phone () -						

PREVIOUS EMPLOYMENT / EXPERIENCE (USE ADDITIONAL FORMS IF NECESSARY *BEGIN WITH MOST RECENT								
Company				Phone				
Address				Supervisor				
Job Title			Starting Salary	\$			Ending Salary	\$
Responsibilities								
From		To		Reason for Leaving:				
May we contact your previous supervisor/employer for a reference?				YES <input type="checkbox"/>	NO <input type="checkbox"/>	—This section has been intentionally left blank—		
Company				Phone				
Address				Supervisor				
Job Title			Starting Salary	\$			Ending Salary	\$
Responsibilities								
From		To		Reason for Leaving:				
May we contact your previous supervisor/employer for a reference?				YES <input type="checkbox"/>	NO <input type="checkbox"/>	—This section has been intentionally left blank—		
Company				Phone				
Address				Supervisor				
Job Title			Starting Salary	\$			Ending Salary	\$
Responsibilities								
From		To		Reason for Leaving:				
May we contact your previous supervisor/employer for a reference?				YES <input type="checkbox"/>	NO <input type="checkbox"/>	—This section has been intentionally left blank—		

*(OPTIONAL – NOT REQUIRED) - MILITARY SERVICE (IF APPLICABLE. SKIP THIS SECTION IF THIS DOES NOT APPLY)						
Branch:			From:		To:	
Rank at Discharge:						

MISCELLANEOUS – (CIRCLE APPROPRIATE ANSWER UNLESS OTHERWISE DIRECTED)									
Which shift are you willing to work?			DAY	EVENING	NIGHT	Which employment status are you seeking?	FULL-TIME	PART-TIME	ON-CALL
Are you legally able to work in the United States?			YES	NO	When are you able to start work? (provide date):				
How did you hear about this opportunity? (please provide name of individual if applicable):									

DISCLAIMER, CERTIFICATION, AND SIGNATURE			
<p>CERTIFICATION – I hereby certify that all of the information I have provided is true and complete. I agree and understand that any falsification of information herein regardless of time of discovery, may cause forfeiture on my part to any employment with the company. I understand that employment is for no definite period and may be terminated at any time by the employer. I understand that all information on this employment application is subject to verification. I consent to references of former employers and educational institutions listed being contacted regarding this employment application. Should I be considered for employment, I consent to database web checks per the regulations as a pre-requisite to pre-employment requirements.</p>			
Applicant's Signature	X	Date Signed	X ____ / ____ / ____



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"An Eriksten Owned & Operated Community"



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