

Application for Employment

Instructions: Print clearly in black or blue ink. Answer all questions, sign and date form.

PERSONAL INFORMATION:

First _____ Middle _____ Last _____

Street Address _____

City _____ State _____ Zip Code _____

Home Phone (____) _____ Cell Phone (____) _____

Are you eligible to work in the United States? Yes No

Are you under age 18? Yes No

Have you been convicted of or pleaded no contest to a felony within the last five years?

Yes No

If yes, please explain: _____

POSITION/AVAILABILITY:

Position applied for _____

What date are you available to start work? _____

Please list hours you are available by day of week:

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
From							
To							

EDUCATION:

High school graduate? Yes No

If no, circle highest year completed: 1 2 3 4 5 6 7 8 9 10 11 12

College, business or trade schools name	City/Location	Course of Study	Length of time/ Degree

Skills and Qualifications: (Licenses, Skills, Training, Awards, Software, etc.)

EMPLOYMENT HISTORY: Are you currently employed? Yes No

If so, may we contact your present employer? Yes No

Beginning with present or most recent job, list your three employers. If you wish to elaborate, supplemental information or resume may be attached. Include military service if applicable.

Company	Dates	From:	To:
Address	Telephone		
Job Title	Reason for Leaving		
Supervisor	Hourly rate/salary		
Company	Dates	From:	To:
Address	Telephone		
Job Title	Reason for Leaving		
Supervisor	Hourly rate/salary		
Company	Dates	From:	To:
Address	Telephone		
Job Title	Reason for Leaving		
Supervisor	Hourly rate/salary		

References:

List 3 people that have known you for at least 2 years:

Name	Address	Telephone	Years Known

Types of employment acceptable: Full time Part time Temporary Seasonal

Referral source:

- Advertisement
- Employee
- Relative
- School
- Government Employment Agency
- Private Employment Agency

PLEASE READ AND SIGN THE STATEMENTS BELOW
(Unsigned applications will be discarded and not considered.)

The facts set forth in my application for employment are true and complete, to the best of my knowledge. I understand that if employed, false statements on this application shall be considered sufficient cause for dismissal. I authorize my previous employers, schools or persons named as references to give any information regarding employment or educational record. I agree that the Epic Engineering, P.C. and my previous employers shall not be held liable in any respect if a job offer is not extended, is withdrawn or my employment is terminated because of false statements, omissions or answers made by me on this application. I understand that references will be checked carefully and will influence the hiring decision. If I am employed with the Epic Engineering, P.C., I will comply with all rules and regulations as set forth in any communication distributed to employees. I understand that the Epic Engineering, P.C. adheres to the principals of at-will employment whereby the company or its employees can terminate the employment relationship at any time and/or for any reason.

**AUTHORIZATION FOR RELEASE OF
CRIMINAL ARRESTS AND DRIVING RECORD**

I authorize the Epic Engineering, P.C. to obtain criminal arrests and driving record information about me from law enforcement agencies, courts of law and motor vehicle departments, of any state in which I reside (or have resided). Please provide list the states you have lived in over the previous 5 years: _____

Applicant Signature _____ Date _____