

## EMPLOYMENT APPLICATION

Date of Application: \_\_\_\_\_

Position Applied For: \_\_\_\_\_

Referral Source: \_\_\_\_\_

### PERSONAL INFORMATION

Name: \_\_\_\_\_ Social Security #: \_\_\_\_\_

Home Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Are you at least 18 years old?  Yes  No

Are you legally eligible for employment in the United States?  Yes  No

### AVAILABILITY

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
FROM					
TO					

Available start date: \_\_\_\_\_

Salary desired: \_\_\_\_\_

Number of hours desired per week: \_\_\_\_\_

### EDUCATION

	School Name	Major Course of Study	Circle Last Year Completed	Did you Graduate?
High School			1 2 3 4	
College			1 2 3 4	
Other			1 2 3 4	

Have you served in the US Armed Forces: \_\_\_\_\_ Branch: \_\_\_\_\_

List any additional training or skills that may be relevant to the position that you are applying for:

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### OTHER INFORMATION

Have you ever been employed by One Stop Inc.?  Yes  No If yes, previous dates of employment: \_\_\_\_\_

Can you, with or without a reasonable accommodation, perform the essential functions of the job for which you have applied?  Yes  No

Please explain: \_\_\_\_\_

Have you ever been convicted of a felony or have felony charges pending?  Yes  No If yes please explain. (A conviction will not necessarily deny applicant employment) \_\_\_\_\_

How many pounds can you lift on a continuous basis? \_\_\_\_\_ Would you be willing to take a drug test? \_\_\_\_\_

## EMPLOYMENT HISTORY

*Current or most recent employer*

Employer Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_  
Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_ Start Wage: \_\_\_\_\_ End Wage: \_\_\_\_\_  
Job Title: \_\_\_\_\_ Hours worked per week: \_\_\_\_\_  
Job Duties: \_\_\_\_\_  
Reason for Leaving: \_\_\_\_\_

*Next most recent employer*

Employer Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_  
Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_ Start Wage: \_\_\_\_\_ End Wage: \_\_\_\_\_  
Job Title: \_\_\_\_\_ Hours worked per week: \_\_\_\_\_  
Job Duties: \_\_\_\_\_  
Reason for Leaving: \_\_\_\_\_

*Next most recent employer*

Employer Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_  
Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_ Start Wage: \_\_\_\_\_ End Wage: \_\_\_\_\_  
Job Title: \_\_\_\_\_ Hours worked per week: \_\_\_\_\_  
Job Duties: \_\_\_\_\_  
Reason for Leaving: \_\_\_\_\_

## REFERENCES

Please list three people who are familiar with your work:

- Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Company: \_\_\_\_\_ Position: \_\_\_\_\_
- Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Company: \_\_\_\_\_ Position: \_\_\_\_\_
- Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Company: \_\_\_\_\_ Position: \_\_\_\_\_

## NOTIFICATION AND AGREEMENT

Please read the following information carefully. Applications without signatures will not be considered.

I hereby certify that the facts set forth in the above employment application are true and complete to the best of my knowledge and authorize One Stop to verify their accuracy and to obtain reference information on my past work performance. I hereby release One Stop from any/all liability of whatever kind and nature which, at any time, could result from obtaining and having an employment decision based on such information.

I understand that, if employed, falsified statements of any kind or omissions of facts called for on this application shall be considered sufficient basis for dismissal.

I understand that should an employment offer be extended to me and accepted that I will fully adhere to the policies, rules and regulations of employment as dictated by One Stop. However, I further understand that neither the policies, rules, regulations of employment or anything said during the interview process shall be deemed to constitute the terms of an implied employment contract. I understand that any employment offered is for an indefinite duration and at will either I or One Stop may terminate my employment at any time with or without cause or notice.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_