



470 Metroplex Drive, Suite 214
Nashville, TN 37211
Phone: 615-333-9388
Fax: 615-333-9354

GENERAL EMPLOYMENT APPLICATION

This company is an equal opportunity employer. We recruit, hire, train and promote without discrimination due to race, color, religion, sex, national origin, ancestry, marital status, sexual orientation or disability. An incomplete application may disqualify the applicant. **PLEASE TYPE OR PRINT CLEARLY.**

PERSONAL INFORMATION

Date of Application _____

Name:

(Last) (First) (Middle)

Mailing Address: _____
Number Street Apt. City State Zip Code

Telephone Number: _____ e-mail: _____

Position applied for: _____ Salary expected: _____

Check which status you are seeking:

- Full-time
- Part-time (specify day and hours available) _____
- Temporary (specify dates available) _____

What date would you be available for work? _____

Are you at least 18 years of age? Yes _____ No _____

Do you have a legal right to work and be employed in the U.S.?
(Proof of identity and legal authority to work in the U.S. is a condition of employment.) Yes _____ No _____

Have you filed an application with us before? Yes _____ No _____
If yes, when? _____ Position applied for? _____

Have you ever worked for the Company before? Yes _____ No _____
Location? _____ Dates of Employment _____

Do you have any friends or relatives working for us? If yes, please list _____

How were you referred to us? _____

CRIMINAL OFFENSES

Have you ever been convicted of a law violation(s), misdemeanor or felony? * Yes _____ No _____

If yes, please explain and state charge(s), court, date and disposition of case(s) for each violation.

**A conviction record will not necessarily be a bar to employment. Factors such as date, seriousness and nature of the offense, and rehabilitation will be taken into account. You should not include information concerning convictions that have been dismissed, expunged or sealed. Unless you are applying for a job as a driver, do not include traffic offenses.*

Do you have a valid driver’s license? ** Yes _____ No _____

If no, can you acquire a driver’s license if required? Yes _____ No _____

**Absence of a driver’s license is not a bar to employment except in positions that may require driving in emergency situations or as an essential function of the job.

EXPERIENCE

Please describe your work history starting with your most recent job and **extending back for five years**. If necessary attach an additional page. List self-employment and periods of unemployment separately. **This section must be completed even though a resume is attached.**

May we contact your present employer? Yes _____ No _____

Have you ever been discharged or asked to resign in lieu of discharge? (excluding lay-off) Yes _____ No _____

If yes, please explain _____



Employer _____ **Dates: From** _____ **to** _____
(Mo./Yr.) (Mo./Yr.)
Address _____ Phone _____
Title _____ Immediate Supervisor _____
Reason for leaving _____ Starting Salary \$ _____ Ending \$ _____
Status Full-time _____ Part-time _____ Hours per week _____ Number of employees supervised _____
Duties _____

Your name if different from present _____



Employer _____ **Dates: From** _____ **to** _____
(Mo./Yr.) (Mo./Yr.)
Address _____ Phone _____
Title _____ Immediate Supervisor _____
Reason for leaving _____ Starting Salary \$ _____ Ending \$ _____
Status Full-time _____ Part-time _____ Hours per week _____ Number of employees supervised _____
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Employer _____ **Dates: From** _____ **to** _____
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Address _____ Phone _____
Title _____ Immediate Supervisor _____
Reason for leaving _____ Starting Salary \$ _____ Ending \$ _____
Status Full-time _____ Part-time _____ Hours per week _____ Number of employees supervised _____
Duties _____

Your name if different from present _____

MISCELLANEOUS

Are there any skills or qualifications, which you feel would especially qualify you for this position?

What languages can you speak and/or write fluently? _____

REFERENCES

Please list three people who have knowledge of your work history and can accurately evaluate your abilities. **It is important that you complete this section even if a resume is attached.** Please make certain that all information provided is current and accurate. **DO NOT PROVIDE FAMILY MEMBERS OR RELATIVES AS REFERENCES.** The submission of this application authorizes checking the references listed prior to offering employment.

Name	Position	Address	Phone
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____

EDUCATION

Circle the highest grade you have completed: 1 2 3 4 5 6 7 8 9 10 11 12

High School graduate? Yes _____ No _____ Passed High School Equivalency Test? Yes _____ No _____

Name of College	Course of Study	Degree or Certificate Earned
_____	_____	_____
_____	_____	_____
_____	_____	_____

- I hereby certify that all entries on this application and all attachments are true and complete.
- I agree and understand that any falsification of information herein, regardless of time of discovery, may cause the forfeiture of my employment with the Company.
- I understand that all information on this application is subject to verification and I consent to references, former employers, and educational institutions listed being contacted regarding this application.
- I understand that this application for employment does not in anyway constitute an offer of employment or a contract of employment. Employment with the Company is not by contract expressed or implied. Furthermore, should I be employed, I understand that my employment is for no definite duration but on an "at-will" basis and no representative of the Company has the authority to make any assurance to the contrary except the President or CEO of the Company.
- I understand that if employed, all of the Company's policies and procedures including its Employee Handbook (in whole or part), do not constitute a contract of employment and that I agree to read and familiarize myself will all written policies and procedures (including Employee Handbook).
- I understand that a criminal record check may be performed.
- I understand that this application is current for sixty (60) days following the date entered below. At the conclusion of the sixty (60) days, if I have not heard from the Company and wish to be considered for employment, it will be necessary to fill out a new application.

My signature below certifies that I have read and understand the above seven (7) paragraphs.

Applicant Signature _____ Date _____