

# APPLICATION FOR EMPLOYMENT

We consider applicants for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, the presence of a non-job-related medical condition or handicap, or any other legally protected

**(PLEASE PRINT)**

Position(s) Applied For			Date of Application	
<b>How Did You Learn About PYS?</b>				
<input type="checkbox"/> Advertisement	<input type="checkbox"/> Friend	<input type="checkbox"/> Walk-In		
<input type="checkbox"/> Employment Agency	<input type="checkbox"/> Relative	<input type="checkbox"/> Other _____		
Last Name	First Name	Middle Name		
Address (P.O. Box, Street Number, Street Name)		City	State	Zip Code
Telephone	Home	Cell	SSN -            -	

**If you are under 18 Years of age, can you provide required proof of you eligibility to work?** Yes    No

**Have you ever filed an application with us before?** Yes    No  
 If yes, give date \_\_\_\_\_

**Have you ever been employed with us before?** Yes    No  
 If yes, give date \_\_\_\_\_

**Are you currently employed?** Yes    No

**May we contact your present employer?** Yes    No

**Are you prevented from lawfully becoming employed in this Country because of Visa or Immigration Status?** Yes    No  
 (Proof of citizenship or immigration status is required upon employment)

**On what date would you be available for work?** \_\_\_\_\_

**Are you available to work:**  Full time  Part Time  Seasonal

**Can you travel if a job requires it?** Yes    No

**Have you been convicted of a felony within the last 7 years?** Yes    No  
 (Conviction will not necessarily disqualify an applicant from employment)

**If Yes, please Explain**  
 \_\_\_\_\_  
 \_\_\_\_\_

## EDUCATION

School Name	City, State	Major Course of Study	Highest Grade Completed Diploma/Degree
High School			
College			
Business/Technical/Trade School			

<b>Activities, Honors, Offices Held that are Job Related (omit those which indicate race, religion, national origin, color, sex, age or disability)</b>  
<b>Describe Other Job Related Training Completed (omit those which indicate race, religion, national origin, color, sex, age or disability)</b>  

## U.S. MILITARY SERVICE

Branch/Duty/Location	Military Specialty	Highest Rank	Special Honors/Training/ Service Schools Attended

## REFERENCES

Please List at Least Three NON-RELATED references, which are NOT previous employers.

Name	Telephone	Years Known	Occupation
1.			
2.			
3.			
4.			

**EMPLOYMENT HISTORY**  
*(Begin with most recent position)*

<b>Employer</b>		<b>Address</b>	<b>City/State</b>
<b>Phone Number</b>		<b>Supervisor</b>	
<b>Dates Employed</b>		<b>Start Rate of Pay</b>	<b>Final Rate of Pay</b>
<b>From</b>	<b>To</b>	<b>\$</b>	<b>\$</b>
<b>Work Performed:</b>			
<b>Reason for Leaving:</b> (Please be specific)			
<b>Employer</b>		<b>Address</b>	<b>City/State</b>
<b>Phone Number</b>		<b>Supervisor</b>	
<b>Dates Employed</b>		<b>Start Rate of Pay</b>	<b>Final Rate of Pay</b>
<b>From</b>	<b>To</b>	<b>\$</b>	<b>\$</b>
<b>Work Performed:</b>			
<b>Reason for Leaving:</b> (Please be specific)			
<b>Employer</b>		<b>Address</b>	<b>City/State</b>
<b>Phone Number</b>		<b>Supervisor</b>	
<b>Dates Employed</b>		<b>Start Rate of Pay</b>	<b>Final Rate of Pay</b>
<b>From</b>	<b>To</b>	<b>\$</b>	<b>\$</b>
<b>Work Performed:</b>			
<b>Reason for Leaving:</b> (Please be specific)			

**IF YOU NEED ADDITIONAL SPACE CONTINUE ON SEPARATE SHEET OF PAPER.**

## CONDITIONS FOR EMPLOYMENT

Please read the following statements carefully as they constitute conditions for employment

1. The information that I have provided on this application is accurate and true to the best of my knowledge.
2. I understand that any misrepresentation or omission of a fact on my application, resume or during the interview or hiring process may result in the refusal of employment.
3. The persons, schools, current and prior employers (if approved by me in the Employment History Section), and other organizations or employers named in this application are authorized by me to verify the information I have provided and to provide information that maybe requested to arrive are an employment decision. I am willing that a photocopy of this authorization be accepted with the same authority as the original. I hereby waive and release all persons, schools, current and prior employers and other organizations from any liability arising from reliance on the aforementioned information or the use, publication, or retention of such information within the context of its applicant review procedures.
4. I will be able, if hired, to certify that I am authorized to work in the United States of America, and understand that in accordance with the Immigration Reform and Control Act that I will be required to provide timely documentation of identity and employment eligibility.
5. In the event that I am employed, I agree to conform to all company rules and regulations. I understand and agree that if I am employed, I shall be employed on an at-will basis. As an at-will employee, I understand and agree that either the company or I can terminate our employment relationship at any time for any reason, with or without advance notice and with or without cause. I understand and agree that, although over the course of my employment, other terms and conditions of my employment may change, the at-will term of my employment will not change. I understand that no one other than the Operations Manager or President of the company may enter into any agreement with me contrary to the foregoing and that any such contrary agreement must be in writing and signed by either the Operations Manager or Company President.
6. Although the company makes every effort to accommodate individual preferences, business needs may make the following conditions necessary: Overtime, shift work, a rotating work schedule, or a work schedule that includes Saturday and/or Sunday. I understand and accept these as conditions of my employment.
7. I agree to protect confidential information and proprietary information of the company, and the company's vendors, licensors, marketing partners or clients entrusted to the company, and I will not disclose to the company any confidential information.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

### FOR PERSONNEL DEPARTMENT ONLY

Arrange Interview      Yes   No

Interview Date      \_\_\_\_\_

Interviewer \_\_\_\_\_

Department      \_\_\_\_\_

Job Title \_\_\_\_\_

Hourly Rate/  
Salary      \_\_\_\_\_

Start Date \_\_\_\_\_

NOTES \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_