



Date \_\_\_\_\_

# APPLICATION FOR EMPLOYMENT

To be considered for employment this form needs to be filled out in it's entirety even if a resume is attached

## Personal Information

Social Security Number \_\_\_\_\_

Name

\_\_\_\_\_  
LAST FIRST MIDDLE

Present Address

\_\_\_\_\_  
STREET CITY STATE ZIP

Previous Address

\_\_\_\_\_  
STREET CITY STATE ZIP

Phone Number

Cell Phone Number

E-mail Address

Are you 18 years of age or older? Yes  No  If No, what is your date of birth? / /

Are you legally entitled to hold employment in the United States? Yes  No

Have you ever been convicted of a felony or misdemeanor ? Yes  No

If "yes", where and for what offense(s) were you convicted? \_\_\_\_\_

(A conviction will not necessarily be a bar to employment. Factors such as date, nature, and number of offenses, age at the time of offense and rehabilitation as well as job duties will be considered.)

## Employment Desired

Position

Date you can start

Salary Desired

Indicate which days you can work, the earliest start time and latest ending time

	MON	TUES	WED	THURS	FRI	SAT	SUN
AM							
PM							

Are you applying for (Circle One): Full Time / Part Time / Seasonal

If "Part Time" indicate how many hours you would like to work each week \_\_\_\_\_

If "Seasonal" indicate which dates you are available. From \_\_\_\_\_ To \_\_\_\_\_

Do you need time off in the near future? \_\_\_\_\_

## Employment History

Are you currently employed? Yes  No

Are you physically able to perform the tasks for the job you are applying for? Yes  No

How were you referred to Teller's? \_\_\_\_\_

Do you have friends or relatives working for Teller's? Yes  No

Skills and Qualifications: Summarize any training, skills, licenses, and/ or certificates that may qualify you as being able to perform job-related functions in the position for which you are applying. If applying for kitchen, please state jobs you are proficient with \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

### Previous Employment:

Employer _____	Dates Employed _____
Address _____	Telephone _____
Starting/final job titles _____	Starting/final salaries _____
Summarize responsibilities _____	
Supervisor _____	May we contact for reference: Yes      No
Reason for Leaving _____	

Employer _____	Dates Employed _____
Address _____	Telephone _____
Starting/final job titles _____	Starting/final salaries _____
Summarize responsibilities _____	
Supervisor _____	May we contact for reference: Yes      No
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Summarize responsibilities _____	
Supervisor _____	May we contact for reference: Yes      No
Reason for Leaving _____	

**References**

Give the names of five persons not related to you, whom you have known at least one year.  
At least three professional references required

Name	Address	Position/Business	Years known

**Education**

	Name and location of school	No years	Did you Graduate?	Subjects Studied & Degree Received
<b>High School</b>				
<b>College</b>				
<b>Trade, Business, or Correspondence</b>				

Are you currently in school? Yes  No

If "yes," when will your school schedule change and will this affect your working hours. How many credit hours are you taking? \_\_\_\_\_

Do you speak any foreign languages? Which ones? \_\_\_\_\_

If assistance is needed during any phase of the hiring or employment process, please advise.

I certify that the facts contained in this application are true and complete to the best of my knowledge and understand that, if employed, incomplete, false, or misleading statements on this application shall be grounds for dismissal.

I authorize investigation of all statements contained herein and the references listed above to give you any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise, and release all parties from all liability for any damage that may result from furnishing same to you.

I also authorize you to obtain information regarding my record with the bureau of motor vehicles if the job for which I am applying will require driving as a part of my job duties.

I understand that pursuant to the company's job application process I may be required to undergo drug testing. I understand that I will be disqualified from further employment consideration if I refuse to take or fail the drug test unless I can demonstrate that a) the test was erroneous; or b) prior to taking the test I ceased using illegal drugs and am now enrolled in a supervised rehabilitation program; or c) I am taking the drugs under the supervision of a licensed health care professional.

In consideration of my employment, I agree to conform to company rules, regulations and policies, and agree that my employment and compensation can be terminated with or without cause, and with or without notice at any time, at the option of either the company or myself. I understand that the rules and regulations and any personnel manual do not constitute a contract of employment.

**Signature** \_\_\_\_\_

**Date** \_\_\_\_\_