



7029 South College Avenue, Fort Collins CO 80525

APPLICATION FOR EMPLOYMENT

We are an equal opportunity employer, dedicated to a policy of non-discrimination in employment on any basis including race, color, age, sex, religion, disability, or national origin

PERSONAL INFORMATION

NAME: LAST FIRST MIDDLE DATE

PHONE NUMBER: SOCIAL SECURITY NUMBER:

PRESENT ADDRESS: STREET CITY STATE ZIP CODE

REFERRED BY: ARE YOU AT LEAST 18 YEARS OF AGE? YES NO

IF HIRED, CAN YOU PRESENT EVIDENCE OF U.S. CITIZENSHIP OR YOUR LEGAL RIGHT TO LIVE AND WORK IN THIS COUNTRY? YES NO

DRIVER'S LICENSE #: DRIVING RECORD? Excellent Good Fair Poor

EMPLOYMENT DESIRED

POSITION APPLYING FOR: DESIRED PAY RATE:

ARE YOU AVAILABLE FOR WEEKEND WORK? YES NO DATE YOU CAN START:

ARE YOU EMPLOYED NOW? YES NO IF SO, MAY WE INQUIRE OF YOUR PRESENT EMPLOYER? YES NO

EVER APPLIED OR WORKED AT THIS COMPANY BEFORE? YES NO IF SO, WHEN? WHERE?

EDUCATION

Table with columns: NAME AND ADDRESS, LAST YEAR COMPLETED, GRADUATE?, SUBJECTS STUDIED OR DEGREE RECEIVED

ANY ADDITIONAL TRAINING RELATED TO THIS JOB?

REFERENCES

FORMER EMPLOYERS: LIST BELOW LAST THREE EMPLOYERS, STARTING WITH MOST RECENT ONE FIRST.

Table with columns: DATE: MONTH/YEAR LEAVING, NAME, ADDRESS, PHONE, SALARY, POSITION, REASON FOR

TO: \_\_\_\_\_

**REFERENCES:** GIVE THE NAMES OF THREE PERSONS NOT RELATED TO YOU, WHOM YOU HAVE KNOWN AT LEAST ONE YEAR

ACQUAINTED	NAME	CITY	PHONE	OCCUPATION	YEARS
1.					
2.					
3.					

**ESSENTIAL JOB FUNCTIONS**

1. Attendance and Punctuality – show up to work regularly and on time.
2. An awareness and willingness to fulfill and enforce company policies and procedures.
3. An ability to work with and cooperate with supervisors and fellow workers to achieve desired results.
4. Honesty and Integrity.
5. Repetitive bending at the knees and waist. (Does not apply to office positions)
6. Standing and walking for extended periods of time. (Does not apply to office positions)
7. Sitting for extended periods of time.
8. Ability to learn various physical tasks and do heavy lifting of up to 40 pounds regularly and up to 80 pounds occasionally. (Does not apply to office positions)
9. Be able to work in inclement weather. (Does not apply to office positions)

**PHYSICAL RECORD**

DO YOU HAVE ANY PHYSICAL CONDITION, WHICH MAY AFFECT YOUR ABILITY TO PERFORM THE JOB APPLIED FOR?

YES NO

IF SO, PLEASE DESCRIBE:

**IN CASE OF EMERGENCY, PLEASE NOTIFY:**

\_\_\_\_\_  
NAME ADDRESS PHONE NUMBER

**STATEMENT AND SIGNATURE**

BY SIGNING BELOW, I AUTHORIZE INVESTIGATION OF ALL STATEMENTS CONTAINED IN THIS APPLICATION. I UNDERSTAND THAT MISREPRESENTATION, OR OMISSION OF FACTS CALLED FOR, IS CAUSE FOR WITHDRAWAL OF THIS APPLICATION FOR CONSIDERATION, OR IN THE EVENT OF EMPLOYMENT, BE CAUSE FOR TERMINATION. FURTHER, I UNDERSTAND THAT THIS EMPLOYER IS "AT-WILL", WHICH MEANS THAT THE EMPLOYEE MAY RESIGN AT ANY TIME AND THE EMPLOYER MAY DISCHARGE THE EMPLOYEE AT ANY TIME, WITH OR WITHOUT CAUSE.

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

**\*DO NOT WRITE BELOW THIS LINE\***

INTERVIEWER: \_\_\_\_\_

DATE: \_\_\_\_\_

HIRING DATE: \_\_\_\_\_

POSITION HIRED FOR: \_\_\_\_\_

RATE OF PAY: \_\_\_\_\_