



# EMPLOYMENT APPLICATION

Date \_\_\_\_\_

CK Diggs give all applicants for employment equal consideration regardless of race, color, sex, religion, national origin, sexual orientation, marital status or disability. The decision to hire an applicant is based solely on individual qualifications that meet the job requirements.

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

Address \_\_\_\_\_ How long have you lived at this address? \_\_\_\_\_  
Last First Middle Street City State Zip

Phone number \_\_\_\_\_ Is there a second number where you could be reached or a message left? \_\_\_\_\_ Phone Number \_\_\_\_\_

Position Applying For \_\_\_\_\_ Date available to start work \_\_\_\_\_

Are you currently employed? \_\_\_\_\_ May we contact you at work? \_\_\_\_\_ Work Number \_\_\_\_\_

If hired by CK Diggs, I would like to work Full Time \_\_\_\_\_ Part Time \_\_\_\_\_ Temporary \_\_\_\_\_

### AVAILABLE TO WORK:

SUN MON TUE WED THU FRI SAT

FROM (start time)							
TO (end time)							

Have you every applied at or been employed by CK Diggs before? \_\_\_\_\_ If yes, please give dates \_\_\_\_\_

Are you legally entitled to work in the United States? \_\_\_\_\_ If hired can you provide documentation of this eligibility? \_\_\_\_\_

Have you ever been convicted of, found guilty of, pleaded guilty or admitted guilt of a crime? \_\_\_\_\_ If yes, describe in full on the back of this application.

Are you 18 years of age or older? \_\_\_\_\_ If no, state your age \_\_\_\_\_

Do you have any friends or relatives employed by CK Diggs? \_\_\_\_\_ If yes, describe your relationship. \_\_\_\_\_

Are you able to perform the essentials of the job applied for, with or without reasonable accommodation? \_\_\_\_\_ If no, describe in full on the back of the application.

### EDUCATIONAL BACKGROUND

School and Location Years Attended Majors or Subjects List Diploma or Degree

High School				
College or Technical School				

### EMPLOYMENT HISTORY -- First list all current employment, then list all previous employment.

Company Name Location Telephone Starting Date Ending Date Position or Title Starting Pay Ending Pay Reason for Leaving

1.								
2.								
3.								

Explain any periods of unemployment. \_\_\_\_\_

Please state briefly why you have applied for this position \_\_\_\_\_

What personal characteristics do you feel you possess that would be an asset to the position that you are applying? \_\_\_\_\_

In case of emergency notify: \_\_\_\_\_ Relationship \_\_\_\_\_ Phone Number \_\_\_\_\_

**EMPLOYEE'S AGREEMENT:** I certify that the information I have provided is true and that I have not knowingly withheld any fact that would affect my application. Any misrepresentation, falsification or willful omission in a detail shall be sufficient reason for refusal of employment or dismissal after employment regardless of time. If employed by CK Diggs, I agree to conform to the rules of CK Diggs and I agree and understand that my employment can be terminated, with or without cause, and with or without notice, at any time, at the option of either CK Diggs or myself. I understand that no one other than the officers of the corporation has any authority to enter into employment agreement for any specified period of time.

SIGNATURE OF APPLICANT \_\_\_\_\_ PRINT YOUR NAME \_\_\_\_\_

INTERVIEWED BY \_\_\_\_\_ REMARKS \_\_\_\_\_

HIRED? \_\_\_\_\_ POSITION \_\_\_\_\_ STARTING PAY \_\_\_\_\_ STARTING DATE \_\_\_\_\_