

# Employment Application

## *Career Options, Inc.*

726 North Main St, Carroll, Iowa 51401  
Phone: 712-792-2830, Fax: 712-792-0029

Federal law prohibits discrimination based on age, race, religion, sex or national origin. Information given through your application cannot and will not be used for any discriminatory purpose.		
Last Name	First	Middle
Address		
City	State	Zip
Home Phone	Cell Phone	Email Address
Social Security #	Hobbies/ Outside Interests	Bilingual Skills
Will you Travel <input type="checkbox"/> Yes <input type="checkbox"/> No	Will you Relocate <input type="checkbox"/> Yes <input type="checkbox"/> No	Are you registered with any other recruiting firms <input type="checkbox"/> Yes <input type="checkbox"/> No
Employment Desired <input type="checkbox"/> Full time only <input type="checkbox"/> Part time only <input type="checkbox"/> Full or part time		Do you have a valid Driver's license <input type="checkbox"/> Yes <input type="checkbox"/> No
Are you legally eligible for permanent employment in the United States <input type="checkbox"/> Yes <input type="checkbox"/> No		Are you currently employed <input type="checkbox"/> Yes <input type="checkbox"/> No
How many hours can you work weekly	Can you work nights <input type="checkbox"/> Yes <input type="checkbox"/> No	Are you over 18 years of age <input type="checkbox"/> Yes <input type="checkbox"/> No
Have you ever been convicted of a crime (do not include traffic offences) <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, list convictions (a conviction does not necessarily disqualify an applicant for the applied position)		
Position applied for	Wage Desired	When are you available for work

### MILITARY SERVICE

BRANCH OF SERVICE	FROM	TO	RANK AND DUTIES	DATE DISCHARGED

### EDUCATIONAL HISTORY

	LOCATION, CITY, STATE	FROM	TO	GRADUATE YES / NO	DEGREE
High school					
Technical/trade					
College(s)					

### PERSONAL REFERENCES (NOT A RELATIVE)

NAME	TELEPHONE NUMBER	YEARS KNOWN

### OTHER SKILLS:

- A/R     A/P     Cashier     Data Entry     Email     Excel     Financial statements     Human Resources  
 Legal Terminology     Medical Transcription     Outlook     Payroll     Peachtree     PowerPoint     Publisher  
 Quarterly Returns     QuickBooks     Ten Key     Word     Works  
 Backhoe     Carpentry     Cement work     CNC Operator     CNC Programmer     Construction     Delivery Driver  
 Forklift     Lathes/Mills/Presses     MIG     Shag Driver     Sky Jack     Stainless Steel     TIG     Welding  
 Other: \_\_\_\_\_

**EMPLOYMENT HISTORY**

Starting with present or most recent, list all previous employers. If more space is required, please continue on a separate sheet.  
 You may attach resume but **complete application as well.**

Last or present company:	Type of business	Dates of employment
Company address		Company Phone no.
Supervisor's name and title		Phone no.
Title and job description		Base salary \$ _____ per.
Reason for leaving		

Company:	Type of business	Dates of employment
Company address		Company Phone no.
Supervisor's name and title		Phone no.
Title and job description		Base salary \$ _____ per.
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In case of an emergency, please contact: \_\_\_\_\_ at \_\_\_\_\_  
 Name Phone Number

All applicants will be considered for employment without regard to race, religion, color, sex, national origin, marital or veteran status, medical condition or handicap, or any other status protected by law. We are an Equal Opportunity Employer.

The above information is true and complete to the best of my knowledge. Should I be employed by Career Options, Inc., any misrepresentation or false statement contained herein may be considered cause for possible dismissal. Career Options Inc. has my permission to obtain all necessary information from the references I have listed, or any other sources, concerning my prior employment, personal history including criminal background checks or credit standing and I release all parties from any possible damages resulting from disclosing such information with or without prior written notice to me.

I understand this application does not constitute an employment contract of any kind. Should I be employed by Career Options, Inc., I may resign such employment at any time at my discretion with or without prior notice and Career Options, Inc. may terminate my employment at any time at their discretion, with or without cause and with or without prior notice.

Date: \_\_\_\_\_ Signature of Applicant: \_\_\_\_\_