

# Application for Employment

*Top Notch*

An Equal Opportunity Employer

Applicants are considered for all positions without regard to race, color, religion, gender, national origin, age, sexual orientation, marital or veteran status, medical condition or handicap, or any other legally protected status.

**(Please Print)**

Position(s) Applied For			Date of Application	
How did you learn about us? Advertisement ____ Friend/Relative ____ Walk-In ____ Other _____				
Last Name	First Name	Middle	Social Security Number - -	
Address/P.O. Box		City	State/Zip Code	
Home/Cellular Phone Number(s)			E-mail Address	

If under 18 years of age, can you provide required proof of your eligibility to work? Yes  No

Have you ever filed an application with us before? Yes  Date(s) \_\_\_\_\_ No

Have you ever been employed with us before? Yes  Date(s) \_\_\_\_\_ No

Do you have any friends/relatives working at Top Notch? (Name/s) \_\_\_\_\_

Are you a veteran of the armed forces? Yes  No

Do you have a valid Driver's License? Yes  No

Are you legally eligible for employment in this country? Yes  No   
*(Proof of citizenship or the right to work in the U.S. will be required upon employment.)*

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

What is your desired pay range? \$ \_\_\_\_\_

Education	High School	College/University	Graduate/Professional
School Name & Location			
Years Completed (circle one)	9   10   11   12	1   2   3   4	1   2   3   4
Diploma/Degree Earned & Course of Study (Include any honors received.)			

Describe any specialized training, apprenticeship, skills and/or extra-curricular activities, including workshops, short courses, and/or certificates: \_\_\_\_\_  
 \_\_\_\_\_

**Employment Experience**

Complete the information below, beginning with your present or most recent job (Include military experience if applicable.)

Employer	Dates Employed		Work Performed
	From	To	
Address			
Telephone Number(s)	Hourly Rate/Salary		
	Starting		
Job Title	\$ Per (circle) Hour Year		May we contact for reference? <input type="checkbox"/> Yes <input type="checkbox"/> No
Supervisor	Final		
Reason for Leaving	\$ Per (circle) Hour Year		If No, reason:
Employer	Dates Employed		Work Performed
	From	To	
Address			
Telephone Number(s)	Hourly Rate/Salary		
	Starting		
Job Title	\$ Per (circle) Hour Year		May we contact for reference? <input type="checkbox"/> Yes <input type="checkbox"/> No
Supervisor	Final		
Reason for Leaving	\$ Per (circle) Hour Year		If No, reason:
Employer	Dates Employed		Work Performed
	From	To	
Address			
Telephone Number(s)	Hourly Rate/Salary		
	Starting		
Job Title	\$ Per (circle) Hour Year		May we contact for reference? <input type="checkbox"/> Yes <input type="checkbox"/> No
Supervisor	Final		
Reason for Leaving	\$ Per (circle) Hour Year		If No, reason:

**Applicant's Statement:** I hereby certify that the facts set forth in the above employment application are true and complete to the best of my knowledge and authorize Top Notch to verify their accuracy and to obtain reference information on my work performance. I hereby release Top Notch from any/all liability of whatever kind and nature which, at any time, could result from obtaining and having an employment decision based on such information. I understand that, if employed, falsified statements of any kind or omissions of facts called for on this application may be considered sufficient basis for dismissal.

I understand that should an employment offer be extended to me and accepted that I will fully adhere to the policies, rules and regulations of employment of the Employer. However, I further understand that neither the policies, rules, regulations of employment or anything said during the interview process shall be deemed to constitute the terms of an implied employment contract.

I understand that any employment offered is for an indefinite duration and at will and that either I or the Employer may terminate my employment at any time with or without notice or cause.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date Completed