

An Equal Opportunity Employer



321 Denver Avenue  
Fort Lupton, CO 80621

(303) 857-4474 Office

**APPLICATION FOR EMPLOYMENT**

**POSITION APPLYING FOR:** \_\_\_\_\_

**INSTRUCTIONS:** Each question should be fully and accurately answered. No action can be taken on this application until all questions have been answered. Attach additional sheets if you do not have enough room on the application form. **PLEASE PRINT or TYPE the information in the application using BLACK INK.** All information you give on this application will be held in strict confidence. **NOTE: Application will be rejected if not signed. A separate application must be completed for each position applied for.**  
**Please submit résumé in addition to this application.**

**PERSONAL DATA**

\_\_\_\_\_  
Last Name    First Name    Middle Name

\_\_\_\_\_  
Present Street Address    City    State    Zip Code

\_\_\_\_\_  
Telephone Number    Cell Phone    E-Mail

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

When are you available to begin employment? \_\_\_\_\_

**GENERAL INFORMATION**

Do you have a valid driver's license? Yes \_\_\_\_\_ No \_\_\_\_\_

Driver's License Number: \_\_\_\_\_ State: \_\_\_\_\_

Have you ever been convicted of, plead guilty to, or plead no contest to any law offense, or are there any charges pending against you? You may omit traffic violations which you paid a fine of \$100.00 or less and adjudications in a juvenile court. Please explain. \_\_\_\_\_

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

Are you now or do you expect to be engaged in any other business or employment

Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, explain \_\_\_\_\_

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

Do you have experience with QuickBooks and/or Payroll

Yes \_\_\_\_\_ No \_\_\_\_\_ Please explain \_\_\_\_\_

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

## EDUCATION

Name, address and location of school	Highest grade completed	Did you graduate? GED Certificate #
High School/GED: _____		
College or University: _____ Major: _____ Degree: _____		
College or University: _____ Major: _____ Degree: _____		

Additional Educational/Vocational/Technical Training	Courses	Completed
School: _____		
School: _____		
School: _____		

## WORK HISTORY

List names of employers in consecutive order with present or last employer listed first. Account for **all** periods of time including military service, volunteer service, and any periods of unemployment. If self-employed, give firm name and supply business references. Describe the positions you held to give a clear picture of the duties you have performed. Part of the evaluation of your application may be based on your work history. If you worked in any position under another name, please give name(s).

**Please give month and year for dates of employment.**

**1. Employer:** \_\_\_\_\_ **Telephone Number:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Position/Title:** \_\_\_\_\_

**Dates Employed: Start:** \_\_\_\_\_ **End:** \_\_\_\_\_

**Supervisor:** \_\_\_\_\_

**Starting Salary:** \_\_\_\_\_/month **Ending Salary:** \_\_\_\_\_/month

**Duties:** \_\_\_\_\_

**Reason for Leaving:** \_\_\_\_\_

**2. Employer:** \_\_\_\_\_ **Telephone Number:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Position/Title:** \_\_\_\_\_

**Dates Employed: Start:** \_\_\_\_\_ **End:** \_\_\_\_\_

**Supervisor:** \_\_\_\_\_

**Starting Salary:** \_\_\_\_\_/month **Ending Salary:** \_\_\_\_\_/month

**Duties:** \_\_\_\_\_

**Reason for Leaving:** \_\_\_\_\_

**3. Employer:** \_\_\_\_\_ **Telephone Number:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Position/Title:** \_\_\_\_\_

**Dates Employed: Start:** \_\_\_\_\_ **End:** \_\_\_\_\_

**Supervisor:** \_\_\_\_\_

**Starting Salary:** \_\_\_\_\_/month **Ending Salary:** \_\_\_\_\_/month

**Duties:** \_\_\_\_\_

**Reason for Leaving:** \_\_\_\_\_

**4. Employer:** \_\_\_\_\_ **Telephone Number:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Position/Title:** \_\_\_\_\_

**Dates Employed: Start:** \_\_\_\_\_ **End:** \_\_\_\_\_

**Supervisor:** \_\_\_\_\_

**Starting Salary:** \_\_\_\_\_/month **Ending Salary:** \_\_\_\_\_/month

**Duties:** \_\_\_\_\_

**Reason for Leaving:** \_\_\_\_\_

**5. Employer:** \_\_\_\_\_ **Telephone Number:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Position/Title:** \_\_\_\_\_

**Dates Employed: Start:** \_\_\_\_\_ **End:** \_\_\_\_\_

**Supervisor:** \_\_\_\_\_

**Starting Salary:** \_\_\_\_\_/month **Ending Salary:** \_\_\_\_\_/month

**Duties:** \_\_\_\_\_

**Reason for Leaving:** \_\_\_\_\_

**6. Employer:** \_\_\_\_\_ **Telephone Number:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Position/Title:** \_\_\_\_\_

**Dates Employed: Start:** \_\_\_\_\_ **End:** \_\_\_\_\_

**Supervisor:** \_\_\_\_\_

**Starting Salary:** \_\_\_\_\_/month **Ending Salary:** \_\_\_\_\_/month

**Duties:** \_\_\_\_\_

**Reason for Leaving:** \_\_\_\_\_

**7. Employer:** \_\_\_\_\_ **Telephone Number:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Position/Title:** \_\_\_\_\_

**Dates Employed: Start:** \_\_\_\_\_ **End:** \_\_\_\_\_

**Supervisor:** \_\_\_\_\_

**Starting Salary:** \_\_\_\_\_/month **Ending Salary:** \_\_\_\_\_/month

**Duties:** \_\_\_\_\_

**Reason for Leaving:** \_\_\_\_\_

**8. Employer:** \_\_\_\_\_ **Telephone Number:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Position/Title:** \_\_\_\_\_

**Dates Employed: Start:** \_\_\_\_\_ **End:** \_\_\_\_\_

**Supervisor:** \_\_\_\_\_

**Starting Salary:** \_\_\_\_\_/month **Ending Salary:** \_\_\_\_\_/month

**Duties:** \_\_\_\_\_

**Reason for Leaving:** \_\_\_\_\_

**9. Employer:** \_\_\_\_\_ **Telephone Number:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Position/Title:** \_\_\_\_\_

**Dates Employed: Start:** \_\_\_\_\_ **End:** \_\_\_\_\_

**Supervisor:** \_\_\_\_\_

**Starting Salary:** \_\_\_\_\_/month **Ending Salary:** \_\_\_\_\_/month

**Duties:** \_\_\_\_\_

**Reason for Leaving:** \_\_\_\_\_

**10. Employer:** \_\_\_\_\_ **Telephone Number:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Position/Title:** \_\_\_\_\_

**Dates Employed: Start:** \_\_\_\_\_ **End:** \_\_\_\_\_

**Supervisor:** \_\_\_\_\_

**Starting Salary:** \_\_\_\_\_/month **Ending Salary:** \_\_\_\_\_/month

**Duties:** \_\_\_\_\_

**Reason for Leaving:** \_\_\_\_\_

### REFERENCES

Give three references, not relatives or former employers.

Name	Address	Phone	Occupation

**ADDITIONAL INFORMATION:**

(Indicate any other factors that make you particularly suited to the position applied for that may be helpful to us in considering your application.)

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I certify the information in this application and attachments are true and complete to the best of my knowledge. I am aware that any falsification, misrepresentation or omission may result in my disqualification for employment or discharge from employment. I consent to the release of information by employers, schools, law enforcement agencies, and other authorized personnel to verify the information contained in this application. I also authorize the hiring agency to obtain information of any past criminal activities, driving history/violations, workmen’s compensation claims, and sex offender registration, through a thorough background investigation. I hereby waive my rights to claims or damages against any employer, police agency and the hiring agency, its officers, agents and employees, in regard to this exchange of information concerning my past history and employment.

Signature \_\_\_\_\_ Date \_\_\_\_\_