

Application for Employment

American Legion Wm. T. McCoy Post #92

We are an Equal Opportunity Employer.

Please print or type.

You must fully complete this application to be considered for employment, even if attaching a resume.

Personal Information

Last Name		First Name		Middle Initial
Address		City	State	Zip Code
Primary Phone Number	Secondary Phone Number	Email Address		
If Selected For Employment, Are You Willing To Submit to a Pre-Employment Drug Screening Test? Yes <input type="checkbox"/> No <input type="checkbox"/>		If Selected For Employment, Are You Willing To Submit to a Pre-Employment Background Check? Yes <input type="checkbox"/> No <input type="checkbox"/>		

Military Service

Are you a Veteran? Yes <input type="checkbox"/> No <input type="checkbox"/>	Years Served:
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Position

Position You Are Applying For	Available Start Date	Desired Pay
Employment Desired <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Seasonal/Temporary		

Shift Availability

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
From							
To							

Education

School Name	Location	Years Attended	Degree Received	Major

References (Not Related to You)

Name	Address	Business	Phone

Employment History (Previous 10 Years)

Current Employer	Job Title	Date Started
Manager/Supervisor	Work Phone	Date Ended
Address	City	State
		Zip Code

Employment History (Previous 10 Years)

Previous Employer (1)	Job Title		Date Started
Manager/Supervisor	Work Phone		Date Ended
Address	City	State	Zip Code
Previous Employer (2)	Job Title		Date Started
Manager/Supervisor	Work Phone		Date Ended
Address	City	State	Zip Code
Previous Employer (3)	Job Title		Date Started
Manager/Supervisor	Work Phone		Date Ended
Address	City	State	Zip Code
Previous Employer (4)	Job Title		Date Started
Manager/Supervisor	Work Phone		Date Ended
Address	City	State	Zip Code

Disclaimer

- I certify that my answers are true and complete to the best of my knowledge. Further, I understand that if this application leads to employment, any false or misleading information in my application or interview may result in the termination of my employment.
- I authorize investigation of all statements contained herein and the references and employers listed above to give you, all information concerning my previous employment and any pertinent information they may have, personal or otherwise, and release the company from all liability for any damage that may result from utilization of such information.
- I understand that a consumer credit report or criminal records check may be required before my employment. If such reports are required, I understand that, in compliance with federal law, American Legion Wm. T. McCoy Post #92 will provide me with written notice regarding use of these reports and will also obtain a separate authorization from me to consent to these reports. I also understand that a poor credit history or conviction will not automatically result in disqualification from employment.
- In compliance with federal law, all persons hired will be required to verify their identity and eligibility to work in the United States and to complete the required eligibility verification documentation within three days of starting employment.
- American Legion Wm. T. McCoy Post #92 retains the right to terminate any employee, at any time, for any reason, not prohibited by law. Employees have the right to resign employment at any time; however, American Legion Wm. T. McCoy Post #92 does request employees to submit a signed, written resignation at least two weeks prior to their last day of employment. These mutual rights constitute our basic at-will employment policy.
- Any understandings and agreements between the American Legion Wm. T. McCoy Post #92 and any employee to the contrary must be in writing and signed by you and the proper officer of the American Legion Wm. T. McCoy Post #92.
- This application does not constitute an employment contract for a term of employment and may be revised or discarded at the discretion of American Legion Wm. T. McCoy Post #92.

Date	Signature
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