



2500 South Zero Street
Fort Smith, AR 72901

APPLICATION FOR EMPLOYMENT

NOTE: This application form was designed for use by persons applying for various types of positions. Some questions may not be completely applicable to your situation, but we ask that you answer all job-related inquiries to the best of your ability.

GENERAL INFORMATION

Date of Application: _____ Telephone Number: () _____
Name: _____ Social Security Number: _____
Address _____ City/State/Zip _____

Position(s) applied for: _____ Rate of Pay Expected? \$ _____
 General Manager Office/Administrative
 Store Manager Other _____
 Customer Service Representative
Applying for: Full-time Part-time
 First Shift Second Shift Third Shift
Overtime availability? Yes No

Yes No Have you ever applied for a position with us?
If yes, when: _____

Yes No Have you ever been employed with us?
If yes, when: _____

Yes No Do you have a relative working for The Hydration Station?
If yes, state name and relationship: _____

Yes No Have you ever been convicted of a misdemeanor?
If yes, please explain: _____

Yes No Have you ever been convicted of a felony?
Please explain: _____

Yes No If employment is offered, can you produce personal
identification or verification of your legal right to work in the
United States?

Yes No Have you ever served in the military?
Branch of service: _____
Discharge date: _____
Rank: _____
Type of discharge: _____
Present membership in National Guard or Reserves:

Date obligation ends: _____

EMPLOYMENT HISTORY

In the following spaces give a complete record of your employment including periods of unemployment, if any. Begin with your most recent employment and work back. All information must be complete and verified before employee can be placed on payroll.

Company: _____ Employed from: _____ to: _____
Address: _____ City: _____ State: _____ Zip: _____
Last position title: _____
Reason for leaving: _____ Salary: Started: _____ Ending: _____
Immediate supervisor: _____ Phone: () _____
Duties, responsibilities, and number you supervised: _____

Company: _____ Employed from: _____ to: _____
Address: _____ City: _____ State: _____ Zip: _____
Last position title: _____
Reason for leaving: _____ Salary: Started: _____ Ending: _____
Immediate supervisor: _____ Phone: () _____
Duties, responsibilities, and number you supervised: _____

Company: _____ Employed from: _____ to: _____
Address: _____ City: _____ State: _____ Zip: _____
Last position title: _____
Reason for leaving: _____ Salary: Started: _____ Ending: _____
Immediate supervisor: _____ Phone: () _____
Duties, responsibilities, and number you supervised: _____

ADDITIONAL INQUIRIES CONCERNING EMPLOYMENT HISTORY

Yes No May we contact your present employer? Yes No Previous employers?
Please identify any exceptions and reasons for not contacting: _____

Yes No In order to permit a check of your work and education records, should we be made aware of any change of name that you previously used?
If yes, identify name(s) and relevant date: _____

Yes No Have you ever been dismissed or forced to resign from any employment?
If yes, please explain: _____

Please list any additional information that relates to your ability to perform the job for which you have applied such as other prior employment, skills, licenses, professional certifications/memberships, hobbies, etc. _____

EDUCATIONAL DATA

SCHOOL	NAME AND LOCATION	COURSE OF STUDY	NO. YEARS/HRs COMPLETED	DID YOU GRADUATE?
College				<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Enrolled
High School				<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Enrolled
Vocational				<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Enrolled
Other				<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Enrolled

Driver's License Number: _____ State: _____ Expiration Date: _____

Automobile License Number: _____ Make/Model/Year: _____

APPLICANT'S STATEMENT

I hereby affirm that the information provided on this application (and accompanying resume, if any) is true and complete to the best of my knowledge. I also agree that any falsified information or significant omissions may disqualify me from further consideration for employment and may be considered justification for dismissal if discovered at a later date.

I authorize a thorough investigation of my past employment and activities, agree to cooperate in such investigation, and release from all liability or responsibility all persons and corporations requesting or supplying such information. I further authorize any physician or hospital to release any information which may be necessary to determine my ability to perform the job for which I am being considered or any future job in the event that I am hired.

I understand and agree that I may be required to take a physical examination or drug test as a condition of hiring or continued employment. I agree to consent to take such a test(s) at such time as designated by the Employer and to release the Employer its directors, officers, agents, or employees from any claim arising in connection with the use of such test(s).

I agree to wear the uniform prescribed by the Employer. I acknowledge that Employer policies are accepted by me as a condition of employment.

I understand that my employment is probationary and contingent upon the results of a criminal background check. I also understand that Employer will not employ an applicant that has a conviction or case pending for the following: any felony, degree of theft, drug charge, assault charge, two DUI's or more, breaking or entering, resisting arrest, shoplifting or any weapons charge.

I understand that my employment is terminable at will, that I am not being employed for any specified time, and that this application is not intended to be a contract for continued employment. This application will be considered valid for 30 days after the date of the application unless renewed in person and in writing by the applicant.

Signature: _____ Date: _____

IN CASE OF EMERGENCY OR ACCIDENT, whom shall we notify?	
Name: _____	
Home Address: _____	Business Address: _____
Home Telephone: () _____	Business Telephone: () _____