



<i>From</i>	<i>To</i>	<i>Employer</i>	<i>Telephone Number</i>
<i>Job Title</i>		<i>Address</i>	
<i>Immediate Supervisor &amp; Title</i>		<i>Summarize nature of work performed</i>	
<i>Rate of Pay</i> \$ _____ <i>per</i>		<i>Reason for leaving</i>	

**Skills and Qualifications**

Summarize any training, skills, licenses, certificates, and/or characteristics of yourself that may be pertinent to the position for which you apply:

**Educational Background**

<i>Name and Location</i>	<i>Years Completed</i>	<i>Did you graduate?</i>	<i>Course of Study</i>
<i>High School</i>			
<i>College</i>			
<i>Other</i>			

**References**

<i>Name</i>	<i>Telephone Number</i>	<i>Years Known</i>
1.		
2.		
3.		

**Please read the following carefully:**

Byrd Cookie Co. is committed to a drug-free workplace. All job applicants and employees are subject to drug testing. Offenders using or possessing illegal drugs will be denied employment and/or will be subject to termination.

It is understood and agreed upon that any misrepresentation by me on this application will be sufficient cause for cancellation of this application and/or separation from the employer's service if I have been employed.

I give the employer the right to investigate all references and to secure additional information about me, if job related. I hereby release from liability the employer and its representative for seeking such information, and all other persons, corporations or organizations for furnishing such information.

The employer is an Equal Opportunity Employer. The employer does not discriminate in employment and no questions on this application are used for the purpose of limiting or excluding an applicant's consideration for employment on a basis prohibited by local, state, and federal law.

This application is current for sixty (60) days. At the conclusion of this time, if I have not heard from the employer and still wish to be considered for employment, it will be necessary to complete a new application.

I understand that just as I am free to resign at any time, the employer reserves the right to terminate my employment at any time, with or without cause and without prior notice. I understand that no representative of the employer has the authority to make any assurance to the contrary.

I understand it is this company's policy not to refuse to hire a qualified individual with a disability because of this person's need for an accommodation that would be required by the ADA.

**Signature of Applicant:** \_\_\_\_\_

**Date:** \_\_\_\_\_