SAMPLE APPLICATION LETTER

Date:

Applicant Name

Address

City, State, Zip

Salutation;

COMPANY NAME welcomes your Application for employment. We are pleased to have the opportunity to introduce you to our Company and will provide some of our history and goals to you as well. Employee selection is very important and we strive to identify those who have the same work ethics, values and demeanor to fit into our culture.

In an effort to provide a safe environment for our Employees, vendors and customers, we will conduct a background check on all potential employees prior to making a final decision. We will also verify the contents of your Application and Resume as well. The background check can include name and address history verification, criminal background screening, reference checks and a urine drug screening.

(Company Name) will not discriminate in recruitment and employment practices on the basis of race, color, creed, national origin, culture, marital status, gender, age, religion, sexual orientation, disability or on any other basis prohibited by federal or state law.

Any attempts to deceive by providing false or incomplete information will be cause for denial or termination.

Closing,

Signer’s Name