Application for Employment

Thank you for your interest in applying for a job with our Company. Because of our commitment to offering the highest possible satisfaction to our customers, we are only interested in hiring the best. We want to have a complete understanding of your qualifications, motivations and interests, so that we can make careful and deliberate hiring decisions that will benefit both the Company and our employees. Please answer the following questions honestly, completely and thoughtfully.

We are an Equal Opportunity Employer and do not discriminate on the basis of race, color, religion, sex, national origin, age, marital status, veteran status, handicap, disability, or any other characteristic protected by law.

 Date of Application

PERSONAL INFORMATION

Name:

 Last Name First Name Middle Name

Address:

 Street

 City State Zip Code

Phone No.: ( ) Alternate Phone No.: ( ) E-mail Address:

Do you have reliable transportation: Yes □ No □ If you are under 18 years old, do you have a work permit? Yes □ No □

If you have ever worked under another name, please identify:

JOB INTERESTS

Position Desired: Date you can start work:

What starting salary or wage do you expect: $ per ( hour / week / month )

Are you available for full-time work? Yes □ No □ Do you prefer part-time work? Yes □ No □

Are you willing to work any shift? Yes □ No □

If there are any days of the week when you would not be available to work, please specify:

How did you learn of this position?

Have you ever applied for a job with, or been employed by, the Company before? Yes □ No □

 When? If hired, who was your supervisor?

If hired, why did you leave?

Do you know anyone who works here? Yes □ No □ Who?

**YOUR EDUCATION AND TRAINING**

Please Circle Highest Grade Completed: 9 10 11 12 1 2 3 4 5 1 2 3 4

 High School College Trade/Tech

List all degrees earned, and for each, state the school at which you earned the degree:

Describe any specialized training, skills, or experiences you have had which might be helpful for the job in which you are applying:

**YOUR WORK EXPERIENCE**

Beginning with your present or most recent employer, describe your employment experiences below. Include ALL employers in the past 5 years:

Are you presently employed? Yes □ No □

Are you on layoff and subject to recall? Yes □ No □ If yes, to where?

Are you currently subject to a non-compete or similar agreement? Yes □ No □ If yes, please attach a copy of the agreement.

1. Current/Most Recent Employer:

 Address:

 Type of Business: Phone:

 Starting Position: Pay: $

 Final Position: Pay: $

 Dates Employed: From: To: Name & Title of Supervisor:

Description of your work and responsibilities:

Reason for leaving:

Will you receive a satisfactory reference from this employer? Yes □ No □ If “No”, please explain:

May we contact this employer at this time: Yes □ No □

 If “No”, please explain:

2. Next Previous Employer:

 Address:

 Type of Business: Phone:

 Starting Position: Pay: $

 Final Position: Pay: $

 Dates Employed: From: To: Name & Title of Supervisor:

Description of your work and responsibilities:

Reason for leaving:

Will you receive a satisfactory reference from this employer? Yes □ No □ If “No”, please explain:

3. Next Previous Employer:

 Address:

 Type of Business: Phone:

 Starting Position: Pay: $

 Final Position: Pay: $

 Dates Employed: From: To: Name & Title of Supervisor:

Description of your work and responsibilities:

Reason for leaving:

Will you receive a satisfactory reference from this employer? Yes □ No □ If “No”, please explain:

4. Next Previous Employer:

 Address: Phone:

 Dates Employed: From: To:\_\_\_\_\_\_\_\_\_\_\_

5. Next Previous Employer:

 Address: Phone:

 Dates Employed: From: To:\_\_\_\_\_\_\_\_\_\_\_

**PERSONAL INFORMATION**

Do you have, or have you applied for, the legal right to remain permanently and work in the United States? Yes □ No □

Have you ever been discharged or asked to resign by an employer? Yes □ No □ If yes, please explain:

A record of criminal conviction will not necessarily be a bar to employment, since the Company will consider factors such as age and date of the offense, the nature and seriousness of the violation, and evidence of rehabilitation in making any employment decision.

Have you ever been convicted of a crime, other than minor traffic violations? Yes □ No □ If yes, please explain:

**Please complete this section if the job for which you are applying might require you to drive a vehicle for Company business.**

Do you have a valid driver license? Yes □ No □

License number and state:

Have you had any accidents in the last five years? Yes □ No □ If yes, please give details:

Have you been cited for any moving violations in the last five years? Yes □ No □ If yes, please give details:

Has your driver license ever been suspended, revoked, denied or canceled? Yes □ No □ If yes, please explain:

**YOUR MILITARY EXPERIENCE**

**Completing this section of the application is optional.** Leave this area blank if you do not wish to answer.

Have you ever served in the U.S. Armed Services? Yes □ No □ If so, what branch?

Describe any skills you acquired in the Service which would be useful to the job for which you are applying:

**YOUR REFERENCES**

List the names of any professional or personal character references who have known you for at least the last three years and from whom the Company can obtain letters of recommendation. Please do not list relatives:

1. Name: Occupation:

 Address: City: Phone:

 Relationship to Applicant:

2. Name: Occupation:

 Address: City: Phone:

 Relationship to Applicant:

3. Name: Occupation:

 Address: City: Phone:

 Relationship to Applicant:

**PLEASE READ THE FOLLOWING CAREFULLY BEFORE SIGNING. Your signature and initials below indicate you have read, understood and agree to each of the following statements:**

All information supplied on this application is true, accurate and complete, to the best of my knowledge. If understand that if I am hired by the Company, and the Company discovers at any time during my employment that any statement or answer on this application is false, misleading, or incomplete, I may be dismissed immediately from my job. \_\_\_\_\_

This employment application will be considered active for 90 days from the date below. If I want to be reconsidered for a job with the Company after this period of time I must fill out another application. If I am hired, this application becomes part of my official employment record. \_\_\_\_\_

I agree to submit to a medical examination which may include testing for drugs prior to beginning work with the Company. I understand that if I am employed by the Company, I may be required, when job-related and consistent with business necessity, to undergo a medical examination. I further understand that I may be required to submit to testing for the use of illegal drugs or alcohol, consistent with Company policy. \_\_\_\_\_

I understand that nothing in this employment application creates a contract of employment between me and the Company. If I am hired by the Company, my employment and compensation are “at will,” which means that my employment can be terminated, either by the Company or me, with or without cause and with or without notice. I understand that no manager or supervisor has the authority to make any employment agreement with me, either orally or in writing, that is not an at-will agreement. Only the President of the Company has the authority to enter into an employment agreement with me for any specified period of time. If hired, I agree to abide by all Company rules and regulations, including those contained in the Employee Handbook (and any amendments thereto). \_\_\_\_\_

In the event of my personal indebtedness to the Company, I authorize the Company to withhold from my wages such amounts as permitted by law to satisfy my obligation to the Company. \_\_\_\_\_

**I agree that any claim or lawsuit relating to my service with the Company or any of its subsidiaries must be filed no more than six (6) months after the date of the employment action that is the subject of the claim or lawsuit. I waive any statute of limitations to the contrary.** \_\_\_\_\_

I give the Company my permission to conduct any investigation regarding the information contained in my employment application, which the Company thinks is necessary to determine my qualifications for assuming a job with the Company. I give the Company permission to contact any former employer, educational institution, credit or finance bureau or office, any personal or professional reference, or any other appropriate source or individual for the purpose of gathering any information, personal or otherwise, that such sources may have about my character, general reputation, credit, education, or employment record, and I give my consent to any such source to release to the Company whatever information they have about me. I also unconditionally release all named and unnamed sources from any and all liability which might result from furnishing any information about me. I further give the Company authorization to speak to potential future employers about my work performance and other employment-related matters, if I become employed by the Company. \_\_\_\_\_

If I am offered and accept employment with the Company, my wages shall serve as sufficient consideration to bind all agreements herein. \_\_\_\_\_

Date Signature