

APPLICATION FOR EMPLOYMENT

To Applicant: We appreciate your interest in our company. A clear understanding of your background and work history will aid us in placing you in the position that best meets your qualifications. We consider applicants for all positions without regard to race, religion, gender, national origin, age, marital status, disability, Vietnam Era Veteran status, or any other legally protected status.

(PLEASE PRINT PLAINLY)

Date of Application: _____

PERSONAL INFORMATION

Last Name First Name Middle Name Social Security Number

Street Number Street Name Phone Number (include area code)

City State Zip Code

Position(s) applied for: _____ Expected rate of pay \$ _____

How did you hear of this position? _____

Would you work Full-time? _____ Part-time? _____

Were you previously employed by us? _____ yes _____ no If yes, when? _____

Have you filed an application here before? _____ yes _____ no If yes, when? _____

If your application is considered favorably, on what date will you be available to work? _____

List any friends or relatives working here: _____

If employed and you are under 18, can you furnish a work permit? _____ yes _____ no _____ N/A

Are you legally permitted to work in the United States? _____ yes _____ no

(proof of citizenship or immigration status will be required IMMEDIATELY upon employment.)

Are you on lay-off and subject to recall? _____ yes _____ no

Can you travel if a job requires it? _____ yes _____ no

Are you willing to work overtime as required: _____ yes _____ no

Are you willing to work 2nd or 3rd shift? _____ yes _____ no

Have you been convicted of a felony within the past seven (7) years? (Exclude any convictions that have been dismissed by a court.) _____ yes _____ no

If yes, please list the type of charges, date when brought, location (county) where matter is pending and current status: _____

Special Skills Qualifications: Summarize special skills and qualifications acquired from employment or other experience. _____

EDUCATION

Circle last year completed: Elementary School 5 6 7 8 High School 9 10 11 12 College 13 14 15 16

Describe any other training or education: _____

MILITARY SERVICE RECORD

Have you served in the U.S. Armed Forces: _____ Were you honorably discharged? _____ yes _____ no

Branch: _____ Applicable skills acquired? _____

(over)

WORK HISTORY

(May we contact your present employer? _____ yes _____ no)

List each job held. Start with your present or most recent job. Include U.S. military service assignments and volunteer activities which are job related.

1. Employer:	From (date)	To (date)
Phone No.:	Salary:	
Address:	Work Performed:	
Job Title:		
Supervisor's Name:		
Reason for Leaving:		
2. Employer:	From (date)	To (date)
Phone No.:	Salary:	
Address:	Work Performed:	
Job Title:		
Supervisor's Name:		
Reason for Leaving:		
3. Employer:	From (date)	To (date)
Phone No.:	Salary:	
Address:	Work Performed:	
Job Title:		
Supervisor's Name:		
Reason for Leaving:		

JOB APPLICANT'S AGREEMENT AND CERTIFICATION

I certify the information given by me in this application is true in all respects, and agree that if the information is found to be false in any way, it shall be considered sufficient cause for denial of employment or discharge. I authorize the use of this information to verify my statements and authorize past employers, all references and any other persons to answer all questions asked concerning my ability, character, reputation and previous employment record. I release all such persons from all liability or damages for having provided such information.

I understand that nothing contained in this employment application or in granting an interview is intended to create an employment contract.

I understand that if employed, Company policies and rules are conditions of employment and may be revised, in whole or in part, at any time. The Company reserves and retains the right to make changes in the terms and conditions of my employment as they determine to be appropriate.

I understand that this application will expire after ninety (90) days from the date completed, after which time I must re-apply in accordance with Company procedures.

Applicant's Signature: _____ **Date:** _____

APPLICANT'S CONSENT FOR DRUG ANALYSIS

I, the undersigned applicant, understand that any conditional offer of employment will be subject to satisfactory completion of a drug analysis within 24 hours of notification.

I consent to pre-employment drug analysis including tests for drugs and substances subject to abuse, and I authorize the release to appropriate personnel within the Company any information pertinent to my employment, including the results of these tests. I understand and agree positive test results or any attempt to alter the sample will prevent me from being hired. I may request a second test be performed on the specimen yielding a positive result, at my expense.

Applicant's Signature: _____ Date: _____ Time: _____ a.m.
p.m.

Witness: _____ Date: _____

Start Date: _____ Starting Wages: _____ Position: _____ Shift: _____

Supervisor's Signature: _____ Human Resources Signature: _____