



# Employment Application

<b>Personal Information</b>	
Name (Last, First, MI)	Social Security Number
Street Address	City, State, Zip
Phone Number	Email Address
Position applied for (if apprentice include year):	Date available for Work:
How did you hear about the position?	<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time

<b>Education</b>				
	Name & Address	Years	Course of Study	Degree/ Diploma
High School				
College				
Other (Specify)				
List any seminars, classes or other education not listed above which may help qualify you for this position. <hr style="border: 0; border-top: 1px solid black; margin-top: 5px;"/>				

<b>Employment History</b> <small>List below all present &amp; past employers over the past 10 years, starting with your <b>most recent</b> employer.</small>				
May we contact your previous employers?				
Employer	Supervisor:		From:	To:
City, State, Zip	Phone		Start Pay:	End Pay:
Position	Reason for Leaving:			
Essential job functions:				
Employer	Supervisor:		From:	To:
City, State, Zip	Phone		Start Pay:	End Pay:
Position	Reason for Leaving:			
Essential job functions:				
Employer	Supervisor:		From:	To:
City, State, Zip	Phone		Start Pay:	End Pay:
Position	Reason for Leaving:			
Essential job functions:				

List any professional, trade, business or civic activities and offices held. You may exclude membership that would reveal gender, race, religion, national origin, ancestry, age, disability, or any other protected status. <hr style="border: 0; border-top: 1px solid black; margin-top: 5px;"/> <hr style="border: 0; border-top: 1px solid black; margin-top: 5px;"/>																
List any language other than English that you can speak, read, or write that could be of benefit to the position applied for: <table style="width: 100%; margin-top: 5px;"> <tr> <td style="width: 30%;"></td> <td style="width: 20%; text-align: center;">Fluent</td> <td style="width: 20%; text-align: center;">Good</td> <td style="width: 20%; text-align: center;">Fair</td> </tr> <tr> <td style="padding: 5px;">Speak</td> <td></td> <td></td> <td></td> </tr> <tr> <td style="padding: 5px;">Read</td> <td></td> <td></td> <td></td> </tr> <tr> <td style="padding: 5px;">Write</td> <td></td> <td></td> <td></td> </tr> </table>		Fluent	Good	Fair	Speak				Read				Write			
	Fluent	Good	Fair													
Speak																
Read																
Write																
If hired, what value would you add to the company? <hr style="border: 0; border-top: 1px solid black; margin-top: 5px;"/> <hr style="border: 0; border-top: 1px solid black; margin-top: 5px;"/>																
Describe what you believe are the most unique features of your work history: <hr style="border: 0; border-top: 1px solid black; margin-top: 5px;"/> <hr style="border: 0; border-top: 1px solid black; margin-top: 5px;"/>																

<b>References</b> <i>List below three persons not related to you who have knowledge of your work performance within the last 5 years</i>			
Name	Occupation	Telephone	Relationship & Years Known

<b>Employment Application – Additional Information</b>		
Do you have any friends/ relatives employed by the company? If yes, please provide their names & relationship to you.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
_____		
_____		
Are you currently employed?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are you currently on "lay off" status & subject to recall?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If under 18 years of age, can you provide proof of eligibility to work?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If hired, can you provide proof of US citizenship or proof of legal right to work in the US?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are you able to perform all essential functions of the job for which you are applying with or without reasonable accommodation?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If hired, are there any accommodations the company would need to provide so that you can perform all those essential functions and duties of the position being applied for? If Yes, please explain:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
_____		
If driving is a requirement of the position applied for, have you in the last 7 years been convicted of Driving Under the Influence?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If hired, do you have a reliable means of transportation to and from work?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If hired, would you be able to travel or work overtime as needed?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have you ever been convicted of a felony or misdemeanor? If Yes, please explain:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
_____		
_____		

**Please read each statement closely and initial each acknowledging your understanding**

**Equal Employment Opportunity Statement** This company is committed to the principles of equal employment opportunity and is committed to make employment decisions based on merit. We are committed to complying with all Federal, State and local laws providing for equal employment opportunities, as well as all laws related to terms and conditions of employment. The Company desires to maintain a work environment that is free of sexual harassment and discrimination due to race, religion, color, national origin, physical or mental disability, age or any other status protected by Federal, State or local laws. The Company will make reasonable efforts to accommodate those physical or mental limitations of an otherwise qualified employee unless undue hardship would result for the company.

**Discrimination and Sexual Harassment Policy Statement** This Company will not tolerate any form of unlawful discrimination, including sexual harassment. Any employee who engages in unlawful discrimination or sexual harassment will be subject to appropriate discipline, up to and including termination. Prohibited sexual harassment is defined as follows: Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature constitutes sexual harassment when (1) submission to such conduct is made whether explicitly or implicitly a term or condition of an individual's employment; (2) Submission to or action of such conduct by an individual is used as the basis for employment decisions affecting such individuals; or (3) Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment.

**Disclosure to Applicants Concerning Drug/Alcohol Testing** If you are offered a position with the Company, you may be given a drug/alcohol test as a condition of employment. Your refusal to timely submit to a drug/alcohol test or your failure to pass such a test means you will not be employed by this company. Neither the collector of specimens nor the medical professional who reviews the test results will be a company employee. The test results will be kept confidential. The individual undergoing testing will not be directly observed while providing the specimen unless there are reasonable grounds to believe the individual may alter or substitute the specimen. Negative test results are required as a condition of employment.

**Complete and Accurate Information** I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment and that the answers given by me are true and correct to the best of my knowledge. I further certify that I have personally completed this application. I understand that any omission or misstatement of material fact on this application, or any other document used to secure employment, shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery.

**At-Will Employment** I understand and agree that if I am employed, my employment will be "at-will", which means that the Company may terminate the employment relationship at any time, with or without cause and with or without notice. Likewise, the Company will respect my right to terminate my employment at any time, with or without cause and with or without notice. I further understand that any prior representation, whether expressed or implied to the contrary is hereby superseded and that no promise or representation contrary to the foregoing is binding on the Company unless made in writing and signed by the Company's president.

**Testing Authorization** If offered a position with the Company, I hereby agree to any legally permitted physical, psychological, skill, drug or medical test required by the Company as a condition of employment.

**Investigation Authorization** I authorize investigation into all statements and references contained in this application. Said investigation may include credit, driving, criminal background, references and other background checks. By applying for this job, I also authorize post-hire investigation into my credit, driving and criminal background.

I have read and understand the above policy statements and agree to be bound by them if employed by the company. I certify that my answers are true and complete to the best of my knowledge. If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_