

EMPLOYMENT APPLICATION

Name*

First Middle Last

Address*

Street Address Address Line 2 City

State ZIP Code

Home Phone Number

Work Phone Number

Cell Phone Number

E-mail address*

Social security number*

Driver's license number/state/expiration

(if job involves any driving)

Employment Desired

Position applied for

How did you hear about this position?

Date available for work

MM/DD/YYYY

Desired hours (full time, part time, etc.)

Education

High School

Name and Address of School

Course of Study

Total Years of Study

Degree/ Diploma

Undergraduate College

Name and Address of School

Course of Study

Total Years of Study

Degree/ Diploma

Graduate/ Professional

Name and Address of School

Course of Study

Total Years of Study

Degree/ Diploma

Other (Specify)

Name and Address of School

Course of Study

Total Years of Study

Degree/ Diploma

List any seminars, classes or other education not listed above which may help qualify you for this position:

Employment History

List below all present and past employers over the past ten years, starting with your most recent employer. Account for all periods of unemployment. You must complete this section even if attaching a resume. May we contact your current employer?

Yes

No

Employer (current)

Yes

No

Start Date

MM slash DD slash YYYY

End Date

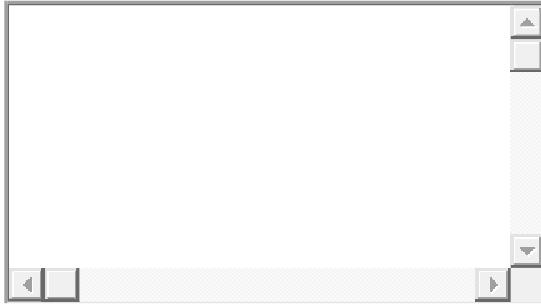
MM slash DD slash YYYY

Address

Street Address Address Line 2 City

State ZIP Code

Essential job functions of final position



Starting Salary

Ending Salary

Phone number

Fax number

Job position(s)

Supervisor(s)

E-mail address of supervisor

Reason(s) for leaving

What value did you add to this company or its customers?

Employer (current)

Yes

No

Start Date

MM slash DD slash YYYY

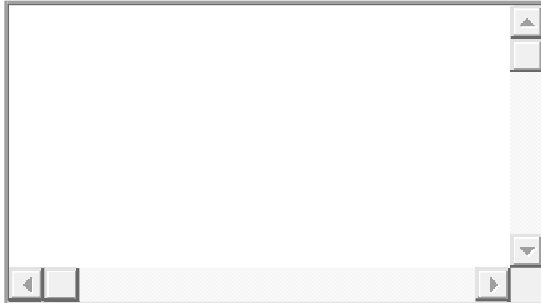
End Date

MM slash DD slash YYYY

Address

Street Address Address Line 2 City
 State ZIP Code

Essential job functions of final position



Starting Salary

Ending Salary

Phone number

Fax number

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Supervisor(s)

E-mail address of supervisor

Reason(s) for leaving

What value did you add to this company or its customers?

Additional Information

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.



List any languages other than English that you can speak, read or write that could be of benefit to the position applied for:

Speak

Fluent

Good

Fair

Read

Fluent

Good

Fair

Write

Fluent

Good

Fair

Identify formal job training that relates to this position:

Identify what skills or certification you possess related to this position:

If you are hired, what value would you add to our company?:

An empty rectangular text box with a light gray background and a thin black border. It has a vertical scrollbar on the right side and a horizontal scrollbar at the bottom, both with standard arrow and scroll buttons.

Describe what you believe are the most unique features of your work history:

An empty rectangular text box with a light gray background and a thin black border. It has a vertical scrollbar on the right side and a horizontal scrollbar at the bottom, both with standard arrow and scroll buttons.

Have you ever been employed with this company before?

- Yes
- No

Do you have any friends or relatives employed by this company?

- Yes
- No

Are you currently employed?

- Yes
- No

May we contact your current employer?

- Yes
- No
- N/A

Are you currently on “lay off” status and subject to recall?

- Yes
- No

If you are under 18 years of age, can you provide proof of your eligibility to work?

- Yes
- No

If hired, can you provide proof of U.S. citizenship or proof of your legal right to work in the U.S.?

- Yes
- No

Are you able to perform all of the essential functions of the job for which you are applying with or without reasonable accommodation?

Yes

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 “(DUI)”

Yes

No

N/A

If hired, would you be able to travel or work overtime as needed?

Yes

No

Have you ever been convicted of a felony or misdemeanor?

Yes

No

Only report those convictions that occurred within the past seven (7) years. If Yes, please explain:

INSTRUCTIONS FOR ANSWERING APPLICATION QUESTION ABOUT BEING CONVICTED OF A CRIME OR OTHER STATE-SPECIFIC REQUIREMENTS

A criminal record does not constitute an automatic bar to employment and will be considered only as it substantially relates to the job in question. If you are applying for a position with our company in the following states, please read the following instructions before responding

CA Do not provide information concerning:

(1) any conviction for which the record has been judicially ordered sealed, expunged or statutorily eradicated. or,;

(2) any misdemeanor conviction for which probation has been completed or discharged and the case has been judicially dismissed.

NV Only report those convictions that occurred within the past seven (7) years.

References

Name

Occupation

Company name

Address

Telephone

E-mail

Relationship & years acquainted

Name

Occupation

Company name

Address

Telephone

E-mail

Relationship & years acquainted

Name

Occupation

Company name

Address

Telephone

E-mail

Relationship & years acquainted

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 permit 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.

Company Obligation

I understand and agree that the Company's acceptance of this job application does not mean that a position for which I am qualified is open (unless specifically posted) or that the company has agreed to hire me. I understand that the Company is under no obligation to hire me as the result of accepting this completed application.

I HAVE READ AND UNDERSTAND THE ABOVE POLICY STATEMENTS AND AGREE TO BE BOUND BY THEM IF EMPLOYED BY THE COMPANY.

Signature

Date