

Application for Employment

An Equal Opportunity Employer

Please clearly print all answers.

Position(s) Applied For _____ Date of Application _____

Name _____

Address _____ City _____ State _____ Zip code _____

Telephone Number (____) _____ Social Security Number _____

Can we contact you at work? Yes No

If yes, work number and best time to call (____) _____

Are you related to any person employed by the Company or its affiliates? Yes No

If yes, indicate Name _____ Relationship _____ Department _____

Have you ever been or are you currently employed by the Company or its affiliates? Yes No

If yes, give dates from _____ to _____

Are you legally eligible for employment in this country? Yes No

(Proof of U.S. Citizenship or immigration status will be required upon employment.)

Date available for work / _____ / _____

Type of employment desired Full Time Part Time Temporary

Will you relocate if job requires it? Yes No Will you travel if job requires it? Yes No

Will you work overtime if required? Yes No

Have you been convicted of a crime in the last five (5) years? Yes No

(A full disclosure by you is to your advantage as your record does not constitute an automatic bar to employment. Factors such as, but not limited to, age of offense(s) and recency of offense(s) as well as the relationship between the offense(s) and the job(s) for which you apply will be taken into account. However, failure to admit convictions will result in disqualification of your application for one year.)

If yes, please explain: _____

Driver's license number (if job related) _____ State _____ Expiration Date _____

Type of Driver's License: Class A Class B Class C Class M Class A Commercial Class B Commercial Class C Commercial

Employment History

List your last four (4) employers, assignments or volunteer activities, starting with the most recent, including military experience. Explain any gaps in employment in comment section below.

Employer	Telephone	Dates Employed		Summarize the nature of the work performed and job responsibilities:
		From	To	
Address				
Job Title		Hourly Rate/Salary		
		Starting		
Immediate Supervisor and Title		\$	Per	
Reason for Leaving		Hourly Rate/Salary		
		Final		
May we contact for reference? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later		\$	Per	
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Comments (including explanation of any gaps in employment)

Skills and Qualifications Summarize special skills and qualifications acquired from employment or other experiences that may qualify you to work with our company (include computer skills, typing speed, specialized equipment, tools, heavy equipment, etc.).

Educational Background

A. List last three (3) schools attended, starting with last one. B. List number of years completed. C. Indicate degree or diploma earned, if any. D. Grade Point Average or Class Rank and E. Major and minor field of study (if applicable).

A. School	B. No. Years	C. Degree	D. GPA Class Rank	E. Major	F. Minor

Language	Speak Some	Speak Fluently	Read	Write

List any foreign language(s) you know and check the boxes that describe your skill level.

References

List name and telephone number of three business/work references that are *not* related to you and are not previous supervisors.

Name	Telephone	Years Known

It is understood and agreed upon that any misrepresentation or omission by me in this application will be sufficient cause for cancellation of this application and/or separation from the Company if I have been employed. I give the Company the right to investigate all references and to secure additional information about me, if job related. I hereby release from liability the Company and its representatives for seeking such information and all other persons, corporations or organizations for furnishing such information.

I also understand that as a condition of employment I will be subject to one or more of the following: driving record check, criminal history investigation, pre-employment physical and/or a post-employment offer drug-alcohol screening test. The Company is an Equal Opportunity Employer. The Company does not discriminate in employment and no question on this application is used for the purpose of limiting or excusing any applicant's consideration for employment on a basis prohibited by local, state, or federal law. This application is current for only 90 days. At the conclusion of this time, if I have not heard from the Company and still wish to be considered for employment, it will be necessary to fill out a new application.

The following are the agreements I have with my present or a prior employer which may affect my work-related activities if I am hired by Company:

- Covenant not to compete (regardless of whether applicant believes it applies to any employment with Company or not)*
- Non-solicitation or non-recruitment agreement*
- Confidentiality and/or non-disclosure agreement*
- Are you registered or do you have a contract with any Staffing Agency? If so, please list: _____
- Other _____*
- None

***Please Provide a Copy of the Agreement at the Time of Your Interview**

I further understand that I am not to disclose to the Company or its representatives any confidential information or trade secrets of my present or a prior employer and that I am not to engage in any conduct which would violate an agreement, if any, between me and my present or a prior employer. I understand that just as I am free to resign at any time, the Company reserves the right to terminate my employment at any time, with or without cause and without prior notice. I understand that no representative of the Company has the authority to make any assurances to the contrary. Unless I have a written agreement with Company to the contrary, I understand that any employment with Company will be at-will.

Required Signature of Applicant _____ Date _____

FOR OFFICE USE ONLY

FAX REFERENCE CHECK

Name of applicant _____ Date: _____

Name of company contacted _____

Name of person contacted _____

Position _____ Phone # _____

Was _____ employed by your company? Yes No
(Applicant Name)

What was his/her job title? _____

The applicant states his/her salary was \$ _____ per _____ when he/she left your company. Is this correct? Yes No

Did the applicant maintain satisfactory attendance? Yes No

What were his/her reasons for leaving? _____

Would you rehire? Yes No

If not, why not? _____

Is applicant subject to any of the following agreements with contacted company?

Non-compete Non-solicitation/non-recruitment Confidentiality/non-disclosure Other _____

If "Yes", will company provide a copy? Yes No If no, why not? _____

Other comments: _____

Reference Check conducted by: _____

Note: Additional copies of this page may be made for multiple references.