

**POSITION APPLIED FOR** \_\_\_\_\_

**APPLICANT DATA** PLEASE ANSWER ALL QUESTIONS. DO NOT LEAVE ANY BLANKS

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Middle \_\_\_\_\_  
Address \_\_\_\_\_ Apt. No. \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Phone Number \_\_\_\_\_ Alt. Phone \_\_\_\_\_ E-Mail \_\_\_\_\_

When will you be available to start work? \_\_\_\_\_ Salary Requested \$ \_\_\_\_\_

Are you at least 18 years old? Yes  No  If **NO**, state your age for child labor law purposes only \_\_\_\_\_

Are there any days, shifts or hours you will not work? Yes  No  If **YES**, please explain: \_\_\_\_\_

Are you available for out of town work? Yes  No  Available for overnight travel, if required Yes  No 

Will you work overtime, if required? Yes  No  Work adjusted hours, if required? Yes  No 

Have you taken any illegal drugs within the last 30 days? Yes  No  Please explain \_\_\_\_\_

Were you referred to us by? \_\_\_\_\_ Have you ever work for the Company \_\_\_\_\_

**EMPLOYMENT HISTORY**

<u>Employer Name &amp; Location</u>	<u>Job Title &amp; Duties</u>	<u>Start &amp; End Dates</u> <u>Reason for Leaving</u>
1.		
2.		
3.		

**EDUCATION**

<u>Learning Institution</u>	<u>Name &amp; Location</u>	<u>Years Attended</u>	<u>Degree / Certificate</u>
High School			
College / Vocational			
Other			

**GENERAL INFORMATION** ANSWER ALL QUESTIONS. DO NOT LEAVE ANY BLANKSHave you had employment gaps longer than 3 months? Yes  No 

If yes, please explain \_\_\_\_\_

Have you ever been discharged or forced to resign? Yes  No 

If yes, please explain \_\_\_\_\_

Have you received any disciplinary counseling in your last twelve months of employment? Yes  No 

If yes, please explain \_\_\_\_\_

Were you given a performance review during your last 12 months of active employment? Yes  No 

If yes, what was your score? \_\_\_\_\_

Have you signed any employment agreements and/or non-compete/non-solicit agreements with another employer that might restrict you from working for this company? Yes  No 

If yes, please explain \_\_\_\_\_

**DRIVING RECORD** ANSWER ONLY IF DRIVING IS A REQUIREMENT FOR THE JOB FOR WHICH YOU ARE APPLYINGDo you have a valid driver's license? Yes  No  State \_\_\_\_\_ License No. \_\_\_\_\_Have you had any tickets? Yes  No  If yes, please explain \_\_\_\_\_Has your license ever been suspended or revoked? Yes  No 

If yes, please explain \_\_\_\_\_

**ACKNOWLEDGEMENT AND AGREEMENT**

I certify that the answers given herein are true and complete to the best of my knowledge. I understand that if employed, any misrepresentations, omissions of facts or incomplete answers in any document will be cause for my immediate dismissal at any time without prior notice.

I understand that, if employed my employment is not for a specific term and may be terminated by me or Company with or without notice or cause at any time. I further understand that no oral promise, employer policy, custom, business practice or other procedure (including the Employee Handbook or any other personnel manual) constitutes an employment contract or modification of the at-will employment relationship between me and the Employer.

I authorize the Company to contact my prior employers, and other sources of information regarding my background, and I indemnify the Company and sources of information contacted and agree to hold all harmless from any claims arising from information obtained through this authorization and direction.

I understand that this application will be considered active for 30-calendar days from this date. If I have not heard from the company at the conclusion of the 30-calendar day period, it is my responsibility to complete a new application if I wish to be considered for employment.

**SIGNATURE** \_\_\_\_\_ **Date:** \_\_\_\_\_

The Company and all affiliates is an equal opportunity employer and does not discriminate against otherwise qualified applicants on the basis of any category protected by or prohibited by federal, state, or local law. In accordance with the Americans with Disabilities Act, it is our policy to provide reasonable accommodation upon request during the application process to eligible applicants in order that they may be given a full and fair opportunity.