

Applicants for positions that require driving vehicles may be disqualified due to poor driving records - more than two (2) moving violations.

This company is a Drug Free Workplace and requires testing for drugs as a condition of employment.

Application for Employment

(PLEASE PRINT)

Last Name		First Name		Middle Name	
Address	Number	Street	City	State	Zip Code
Telephone Number (s)			Social Security Number		

Position (s) Applied For	Date of Application
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We consider applicants for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, the presence of a non-job related medical condition or disability, or any other legally protected status.

If you are under 18 years of age, can you provide required proof of your eligibility to work? Yes No

Have you ever filed an application with us before? Date _____ Yes No

Have you had any moving traffic violations within the last two years? Yes No

The above question should only be completed if the position which you are applying for requires the applicant to drive a motor vehicle.

Have you ever been employed with us before? Date _____ Yes No

Would you be willing to relocate? Yes No

Are you currently employed? Yes No

May we contact your present employer? Yes No

Are you eligible to work in the United States?
Work eligibility documentation will be required upon employment. Yes No

On what date would you be available for work? _____ Full Time Part Time Shift Work

Are you currently on "lay off" status and subject to recall? Yes No

Can you travel if a job requires it? Yes No

Have you been convicted of a felony within the last 7 years? Yes No

A record of a criminal conviction will not necessarily bar you from employment. In making our decision, we will consider many factors, such as the age and time of the offense involved, the seriousness and nature of the violation, and whether you have been rehabilitated. We will also consider the nature of the job for which you are applying.

If yes, please explain _____

Education

School Name and Location	Elementary School					High School				Undergraduate College/University				Graduate/Professional			
	4	5	6	7	8	9	10	11	12	1	2	3	4	1	2	3	4
Years Completed																	
Diploma/Degree																	
Describe Course of Study																	
Describe any specialized training, apprenticeship, skills and extra-curricular activities																	
Describe any honors you have received																	
State any additional information you feel may be helpful to us in considering your application																	

List professional, trade, business or civic activities and offices held.
 You may exclude memberships which would reveal sex, race, religion, national origin, age, ancestry, or disability or other protected status:

References

Give name, address and telephone number of three references who are not related to you and are not previous employers. (Only job related information will be elicited.)

1. _____

2. _____

3. _____

Have you ever had any job-related training in the United States Military? Yes No

If yes, please describe _____

Are you physically or otherwise unable to perform the essential functions (duties, work tasks) of the job for which you are applying? Yes No

Employment Experience

Start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, disability or other protected status.

1.	Employer	Dates Employed		Work Performed
		From	To	
	Address			
	Telephone Number (s)	Hourly Rate/Salary		
		Starting	Final	
	Job Title			
	Reason For Leaving			
2.	Employer	Dates Employed		Work Performed
		From	To	
	Address			
	Telephone Number (s)	Hourly Rate/Salary		
		Starting	Final	
	Job Title			
	Reason For Leaving			
3.	Employer	Dates Employed		Work Performed
		From	To	
	Address			
	Telephone Number (s)	Hourly Rate/Salary		
		Starting	Final	
	Job Title			
	Reason For Leaving			
4.	Employer	Dates Employed		Work Performed
		From	To	
	Address			
	Telephone Number (s)	Hourly Rate/Salary		
		Starting	Final	
	Job Title			
	Reason For Leaving			

If you need additional space, please continue on a separate sheet of paper.

Special Skills and Qualifications

Summarize special job-related skills and qualifications acquired from employment or other experience, such as operating a backhoe and/or trencher, certification for particular job skills, etc.:

Applicant's Statement

I certify that answers given herin are true and complete to the best of my knowledge.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. I give the Employer the right to investigate all references, contact previous employers, and secure additional information about me from other sources, if job related. I hereby release from liability the Employer and its representatives for seeking such information and all other persons, corporations or organizations for furnishing such information.

This application for employment shall be considered active for a period of time not to exceed 60 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applicants are being accepted at that time.

I hereby acknowledge that any employment relationship with this Company is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. It is further understood this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized officer of the Company.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the Company.

Signature of Applicant

Date

For Personnel Department Use Only			
Arrange Interview	<input type="checkbox"/>	Yes	<input type="checkbox"/> No
Remarks _____			
Employed	<input type="checkbox"/>	Yes	<input type="checkbox"/> No
Job Title _____	Salary _____	Date of Employment _____	Hourly Rate _____
Emp. # _____	By _____	Department _____	Date _____
Name and Title		Date	

Notes _____
