

# Application for Employment

To avoid any delay in consideration of your qualifications, this record must be filled out completely. In case of employment, any false statement will be considered sufficient cause for dismissal. All new employees are hired on a trial basis.

I hereby authorize this agency or its designated representative to contact my former employer, school, university, college, or any other information source available to them to gather data on me and my business and educational life deemed necessary to act on my application for, or continuation of, employment. The information may be gathered by the agency or any duly authorized investigative reporting or similar type agency. The information may include, but is not limited to, military records, employment records, school transcripts, and felony conviction records.

I willingly and freely release and hold absolutely harmless and deny any recourse on my behalf to any person, company, military agency, school, university, college, or any other individual, agency or institution who releases or provides information to the agency or its duly authorized representatives.

I further willingly agree without recourse against the agency, or any of its authorized representatives, to submit to any test not discriminatory and not illegal to further establish my background for personnel records.

I hereby acknowledge that I have been informed by the agency that, upon written request, disclosure concerning the nature and scope of any investigation into my background will be made available within five days after the agency receives my written request for such information. I understand that the agency is not required to disclose the contents of investigative report, only the fact that one was requested and the type of information included.

I understand that nothing contained in this Application for Employment or in the granting of an interview is intended to create a contract between me and the agency for either employment or the provision of any benefits. I further understand that if any employment relationship subsequently is established, I will have the right to terminate my employment "at-will" at any time, and the agency will have the same right. I understand "at-will" means that either party may terminate the employment relationship for any reason at any time. In addition, I understand that no promise, representation or agreement contrary to the foregoing is binding on the agency, unless made in writing and signed by an authorized officer of the agency.

If required by job classification and assignment, or in the event I use personal vehicle during the course of business, I agree to furnish the agency with certification of automobile insurance, in accordance with existing requirements.

I certify that the information contained in this Application for Employment is correct to the best of my knowledge and understand that misrepresentation of the facts given in this application may be grounds for refusal to hire or grounds for termination of employment.

## **OUR POLICY, OUR INTENT...**

It is the policy and practice of the agency to recruit, hire, train and promote qualified applicants without regard to race, color, religion, sex, age, national origin, disability, handicap, veteran status or other areas covered by federal, state or local fair employment laws and regulations.

It is the intent of the agency to provide a work place which is free alcohol and drugs and to take reasonable measures necessary to ensure that use of drugs or abuse of alcohol by employees does not risk the success of the agency or its operations and will not otherwise affect its employees or its customers.

The agency recognizes that a successful approach to the problems attendant to drug use or abuse of alcohol require an interaction of education, assistance, deterrents, and discipline. Confidentiality and consistency with legal, safety, and security considerations are fundamental elements of this program.

**This application becomes void after 60 days unless renewed.**

\_\_\_\_\_ Date

\_\_\_\_\_ Signature of Applicant

# Statement of Recruiting, Employment, and Promotion Policies

It is our policy and practice to recruit, employ, and promote qualified applicants without regard to their race, color, religion, sex, age, national origin, handicap, disability, veterans' status, or any other protected category, and without regard to any other characteristics which are not related to work performance or which may not lawfully be taken into account under federal, state, or local fair employment laws and regulations.

## Working Environment Principles

Our working environment is shaped by certain principles. Employees who understand these principals are likely to find their employment a satisfying experience. Among other things, we intend to:

- Recognize the dignity and worth of every individual regardless of rank, title, or assignment.
- Respect the sanctity of life.
- Require employees to attend work, free from the influence of alcohol and illegal drugs.
- Provide a "smoke free" workplace, wherever possible.
- Encourage temperance and civility in the use of language.
- Encourage personal habits and lifestyles which reduce significant risk of disease or illness for the employee and his or her fellow employees.
- Require respect for people and property.
- Expect employees to conduct themselves in the best interest of our customers and fellow employees and consistent with all applicable laws.

### PLEASE HELP US...

In an effort to comply with government record keeping and reporting requirements, we ask that you complete this applicant data survey. **It is voluntary**, confidential and refusal/failure to provide it will not subject you to any adverse treatment. Your cooperation is appreciated.

### APPLICANT DATA SURVEY

Check one of the following race/ethnic groups:

Hispanic       Black/African American       White       American Indian/Alaskan Native       Asian/Pacific Islander

Check if any of the following apply:

Vietnam Era Veteran (1963-74)       Disabled Veteran       Other Veteran       Handicapped/Disabled Individual (Non Veteran)

### MILITARY SERVICE

Branch of Service and Serial Number	From (MM/YY)	To (MM/YY)	Present Selective Service Classification	Rank at Discharge

**PERSONAL DATA**

Name \_\_\_\_\_ Social Security Number \_\_\_\_\_  
First Middle Last

Any other name, such as a nickname, or assumed name: \_\_\_\_\_

Home Telephone No. ( ) \_\_\_\_\_

Work Telephone No. ( ) \_\_\_\_\_

Present Address \_\_\_\_\_  
No. Street City State Zip How Long?

Previous Address \_\_\_\_\_  
No. Street City State Zip How Long?

What does "Service Excellence" mean to you? \_\_\_\_\_

**OCCUPATIONAL OBJECTIVES**

JOB APPLIED FOR: \_\_\_\_\_

Type of Work Preferred 1. \_\_\_\_\_ 2. \_\_\_\_\_

Preferred Hours  Full-Time  Part-Time Specify Days and Hour, if Part-Time \_\_\_\_\_

Date Available to Start \_\_\_\_\_ Willing to Work Overtime?  No  Yes Minimum Salary \$ \_\_\_\_\_

Are you able to perform the essential functions of the job for which you are applying, with or without accommodations?  No  Yes

**EDUCATION RECORD**

Circle Highest Grade Completed 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20

NAME OF SCHOOL	STATE	GRADUATE?		MAJOR STUDY (DEGREE)	CREDIT HOURS COMPLETED	GRADE AVERAGE
		Yes	No			
HIGH SCHOOL						
COLLEGE OR UNIVERSITY						
BUSINESS/TRADE SCHOOL						
OTHER (SPECIFY)						

Do you have basic computer skills?  No  Yes

List of any professional certifications you have \_\_\_\_\_

List any equipment /machinery that you can operate \_\_\_\_\_

***If you are applying for technician or carpenter position, please complete the following:***

Do you have a valid driver's license?  No  Yes, list state issued \_\_\_\_\_ and license number \_\_\_\_\_

Have you received any points on your license in the last 3 years?  No Yes, how many \_\_\_\_\_

Have you ever been convicted or DWI/DUI? No Yes, when \_\_\_\_\_

Do you have any physical limitations that prevent you from lifting, pulling, pushing 50 pounds or more?  No  Yes

**GENERAL INFORMATION**

Have you ever been convicted of felony or other serious offense (other than a minor traffic violation) No Yes

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

Have you previously applied for employment with this agency or one of its related facilities? No Yes When? \_\_\_\_\_

Have you ever worked at this agency before? No Yes

Which facility? \_\_\_\_\_ Where? \_\_\_\_\_ When? \_\_\_\_\_

Who was your supervisor? \_\_\_\_\_ Why did you leave? \_\_\_\_\_

Who referred you to the agency? Ad Employee Relative Walk-in School

Employment Agency Other Name of source/individual \_\_\_\_\_

Relatives employed by the agency:

Name	Occupation	Location	Relationship

**WORK HISTORY**

(BEGINNING WITH MOST RECENT, LIST ALL PAST EMPLOYERS. ATTACH ADDITIONAL SHEET IF NECESSARY TO COMPLETE WORK HISTORY)

<b>NAME OF COMPANY</b>	From (MM/YY)	To (MM/YY)	TYPE OF BUSINESS	
JOB TITLE	TELEPHONE NUMBER		IMMEDIATE SUPERVISOR	
BUSINESS ADDRESS (STREET, CITY, STATE)			EARNINGS AT HIRE	AT SEPARATION
REASON FOR SEPARATION				
DESCRIPTION OF DUTIES	WHAT DID YOU LIKE MOST?		WHAT DID YOU DISLIKE?	
<b>NAME OF COMPANY</b>	From (MM/YY)	To (MM/YY)	TYPE OF BUSINESS	
JOB TITLE	TELEPHONE NUMBER		IMMEDIATE SUPERVISOR	
BUSINESS ADDRESS (STREET, CITY, STATE)			EARNINGS AT HIRE	AT SEPARATION
REASON FOR SEPARATION				
DESCRIPTION OF DUTIES	WHAT DID YOU LIKE MOST?		WHAT DID YOU DISLIKE?	
<b>NAME OF COMPANY</b>	From (MM/YY)	To (MM/YY)	TYPE OF BUSINESS	
JOB TITLE	TELEPHONE NUMBER		IMMEDIATE SUPERVISOR	
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REASON FOR SEPARATION				
DESCRIPTION OF DUTIES	WHAT DID YOU LIKE MOST?		WHAT DID YOU DISLIKE?	