



# Application for Employment

Employee Hire Date \_\_\_\_\_

Personal Information

Date \_\_\_\_\_

Name \_\_\_\_\_

Social security # \_\_\_\_\_

Present Address \_\_\_\_\_  
 Street City State Zip

Phone # (\_\_\_\_) \_\_\_\_\_ If you are under 18, can you furnish a work permit?  Yes  No

Employment Desired  full time  part time  contract

Position \_\_\_\_\_ Date you can start \_\_\_\_\_ Salary \_\_\_\_\_

Are you employed now? \_\_\_\_\_ If so may we inquire of your present employer?  Yes  No

Ever applied for this company before?  Yes  No When \_\_\_\_\_

Are you on layoff and subject to recall?  Yes  No. Will you travel if required?  Yes  No

Will you work overtime if required?  Yes  No Have you ever been bonded?  Yes  No.

Are you able to meet the attendance requirements of this position?  Yes  No.

Have you ever been convicted of a felony?  Yes  No

Such conviction may be relevant if job related, but does not bar you from employment. If yes – explain

Driver's license number \_\_\_\_\_ State \_\_\_\_\_

Education		Name and location Of School	# of years Completed	Did you Graduate?	Subjects Studied
Academic	Currently Attending				
	Last Completed				
Trades of Business	Currently Attending				
	Last Completed				

Summarize special skills and qualifications acquired from employment or other experiences that may qualify you to work with this company. \_\_\_\_\_

Date Month and Year	Name and address of employer	Salary	Job	Reason for Leaving
From				
To				
From				
To				
From				
To				

**References:** Give the names of three persons not related to you to whom you have known at least 1 year

Name	Address	Phone	Yrs acquainted

List any foreign language(s) and check the box that best describes your skill level.

Language	Read and write	Read and speak	Speak only

In case of  
Emergency notify \_\_\_\_\_  
Name Address Relationship Phone

**INITIAL Conditions of Employment – please read carefully**

\_\_\_\_\_ Reporting to work with impaired abilities; or the possession, consumption or distribution of drugs or alcohol on company premises and/or worksites, shall be grounds for disciplinary action, including discharge. A condition of employment includes willingness on the part of the applicant or employee to agree to physical examination, polygraph and/or substance testing, if required by the company. We are committed to operating a drug free workplace. Violations of our drug and alcohol policy will result in dismissal.

\_\_\_\_\_ It is understood and agreed upon that any misrepresentation by me in this application will be sufficient cause for cancellation of this application and/or separation from the employer’s service, if I have been employed. Furthermore, I understand that just as I am free to resign anytime, the Employer 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 Employer has the authority to make any assurances to the contrary.

\_\_\_\_\_ I give the employer the right to investigate all police, driving, and personal records and references, 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.

\_\_\_\_\_ The Employer is an Equal Opportunity Employer. The Employer 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.

\_\_\_\_\_ Any controversy of any kind arising between the parties under this agreement or otherwise (or any agent, officer, director or affiliate of any party), including but not limited to common law, statutory, tort or contract claims, will be submitted to mediation, and failing settlement in mediation, to binding arbitration. Unless otherwise agreed, a mediation and arbitration board designated by staff professionals will govern any mediation and arbitration. The parties will select the mediator or arbitrator from the designated company and will notify the designated company, in writing, to initiate the board selection process. The arbitration will be subject to and governed by the provisions of the Federal Arbitration Act. 9 U.S.C. Section 1-et seq.

\_\_\_\_\_ This application is current for 60 days. At the conclusion of this time, if I have not heard from the Employer and still wish to be considered for employment, it will be necessary to fill out a new application.

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

\_\_\_\_\_  
**Date**

<b>AGENCY MANAGEMENT NOTES :</b>