

APPLICATION FOR EMPLOYMENT

Please Print Clearly

Date _____

Please Answer All Questions. Resumes Are Not A Substitute For A Completed Application.

We are an equal opportunity employer. Applicants are considered for positions without regard to race, religion, sex, national origin, age, disability, or any other consideration made unlawful by applicable federal, state, or local laws.

Position Applied For _____ Social Security Number _____

Name _____ Telephone Number _____

Present Address (Street, Apt. or Unit No.) _____

City / State / Zip _____ Desired Salary _____

Type of employment desired? Full-time or Part-time (Specify Hours) _____

Are you willing to work overtime? _____ Date on which you can start _____

Within the past ten (10) years, have you been convicted of a felony? Yes _____ No _____ (Do not include convictions that were sealed, eradicated, erased, or expunged; convictions that resulted in referral to a diversion program; or marijuana-related convictions that are more than two (2) years old.) If Yes, please explain so that individual circumstances can be considered. _____

NOTE Criminal convictions will not automatically disqualify an applicant from a particular job. The Company will consider the nature of the crime, its seriousness, whether the conviction(s) substantially relates to the position's functions and qualifications, the frequency of convictions, the applicant's age at the time of conviction, the time elapsed since the date of conviction or completion of jail sentence, the applicant's entire work and educational history, and employment references and recommendations. An ex-offender who is denied employment may, upon written request, receive a statement of the reason(s) for denial within 30 days. Applicants are not required to disclose the existence of any arrest, criminal charge, or conviction, the records of which have been erased. Criminal records subject to erasure are records pertaining to a finding of delinquency or the fact that a child was a member of a family with service needs, an adjudication as a youthful offender, a criminal charge that has been dismissed or knolled (not prosecuted), a criminal charge for which the person was found not guilty, or a conviction for which the offender received an absolute pardon. Any person whose criminal records have been erased is deemed to have never been arrested within the meaning of the law as it applies to the particular proceedings that have been erased, and may so swear under oath.

Have you ever initiated an act of violence in the workplace? Yes _____ No _____

List special technical skills that you feel qualify you for the job for which you are applying (i.e., skid steer operation, type of mowers used, trailer driving, computer programming, language, equipment operation, special tools _____ or _____ machines, _____ etc.):

If under the age of 18, can you produce the necessary work certificate at the time of employment? _____

If the applicant is a minor, the applicant's parent or legal guardian must sign the foregoing release and consent. Signature by the applicant's parent or legal guardian constitutes acknowledgement by the applicant and the parent or legal guardian that the Company, to the extent permitted by federal, state, and local law, can test the applicant for controlled substances, conduct inspections of property without notice, and communicate screen results to Company personnel who need to know, the applicant, and the applicant's legal guardian.

Parent/LegalGuardian _____ Witness _____

Education	School Name and Location	Course of Study	Graduate?	# of Years Completed	Degree Major
High School					
College					
Post College					

Honors Received _____

WORK EXPERIENCE

Start with your present or last place of employment. You may include any verifiable work performed on a volunteer basis, internships, or military service.

Employer Name _____ *Address* _____

Type of Business _____ Phone (____) _____

Duties _____

Dates Employed *From* ___/___/___ *To* ___/___/___ Job Title _____

Supervisor's Name _____ May we contact? Yes ___ No ___

Wages *Start* _____ *Final* _____ Reason for Leaving _____

Employer Name _____ *Address* _____

Type of Business _____ Phone (____) _____

Duties _____

Dates Employed *From* ___/___/___ *To* ___/___/___ Job Title _____

Supervisor's Name _____ May we contact? Yes ___ No ___

Wages *Start* _____ *Final* _____ Reason for Leaving _____

Employer Name _____ *Address* _____

Type of Business _____ Phone (____) _____

Duties _____

Dates Employed *From* ___/___/___ *To* ___/___/___ Job Title _____

Supervisor's Name _____ May we contact? Yes ___ No ___

Wages *Start* _____ *Final* _____ Reason for Leaving _____

REFERENCES

Please list the names of additional work-related references we may call. Individuals with no prior work experience may list school or volunteer related references.

NAME	POSITION	COMPANY NAME AND ADDRESS	WORK RELATIONSHIP (i.e., supervisor, co-worker)	TELEPHONE #

APPLICANT CERTIFICATION

I understand and agree that if driving is a requirement on the job for which I am applying, my employment and/or continued employment is contingent on possessing a valid driver's license and automobile liability insurance in an amount equal to the minimum required by the state where I reside.

I understand that the Company may now have, or may establish, a drug-free workplace or drug and/or alcohol-testing program consistent with applicable federal, state, and local law. If the Company has such a program and I am offered a conditional offer of employment, I understand that if a pre-employment (post-offer) drug and/or alcohol test is positive, the employment offer may be withdrawn. I agree to work under the conditions requiring a drug-free workplace, consistent with applicable federal, state, and local law. I also understand that all employees of the location, pursuant to the Company's policy and federal, state, and local law, may be subject to urinalysis and/or blood screening or other medically recognized tests designed to detect the presence of alcohol or controlled drugs. If employed, I understand that the taking of alcohol and/or drug tests is a condition of continual employment and I agree to undergo alcohol and drug testing consistent with the Company's policies and applicable federal, state, and local law.

If employed by the Company, I understand and agree that the Company, to the extent permitted by federal, state, and local law, may exercise its right, without prior warning or notice, to conduct investigations of property (including, but not limited to briefcases, equipment, and vehicles) and, in certain circumstances, my personal property.

I understand and agree that as a condition of employment and to the extent permitted by federal, state, and local law, may be required to sign a confidentiality, non-compete, and/or conflict of interest statement. I certify that all the information on this application, my resume, or any supporting documents is complete and accurate to the best of my knowledge. I understand that any falsification, misrepresentation, or omission of any information may result in disqualification from consideration *for* employment or, if employed, disciplinary action, up to and including immediate dismissal.

I UNDERSTAND THAT NEITHER THIS APPLICATION NOR ANY COMMUNICATION BY A MANAGEMENT REPRESENTATIVE IS INTENDED TO CREATE OR DOES CREATE A CONTRACT OF EMPLOYMENT OFFER OR PROMISE OF EMPLOYMENT. I ACKNOWLEDGE THAT IF HIRED BY THE COMPANY EMPLOYMENT IS ON AN AT-WILL BASIS. THIS MEANS THE COMPANY IS FREE TO TERMINATE MY EMPLOYMENT AT ANY TIME WITH OR WITHOUT CAUSE OR ADVANCE NOTICE IN ACCORDANCE WITH STATE LAW AND ACCEPTANCE OF EMPLOYMENT IS NOT A "CONTRACT OF EMPLOYMENT FOR ANY SPECIFIED TIME. SIMILARLY I AM FREE TO TERMINATE MY EMPLOYMENT WITH THE COMPANY AT ANY TIME FOR ANY REASON. THIS AT-WILL PROVISION MAY BE MODIFIED OR WAIVED ONLY IN A WRITTEN AGREEMENT SIGNED BY AN AUTHORIZED REPRESENTATIVE OF THE COMPANY AND ME. I AGREE TO CONFORM TO THE RULES AND REGULATIONS OF THE COMPANY AND I UNDERSTAND THAT THE COMPANY HAS COMPLETE DISCRETION TO MODIFY SUCH RULES AND REGULATIONS AT ANY TIME EXCEPT THAT WILL NOT MODIFY ITS POLICY OF EMPLOYMENT AT-WILL.

I authorize the Company or its agents to confirm all statements contained in this application and/or resume as it relates to the position I am seeking and to the extent permitted by federal, state, or local law. I agree to complete any requisite authorization forms for the background investigation. I authorize and consent to without, reservation, any party or agency contacted by this employer to furnish the above-mentioned information. I hereby release, discharge and hold harmless, to the extent permitted by federal, state, and local law, any party delivering information to the Company or its duly authorized representative pursuant to this authorization from any liability, claims, charges, or causes of action which I may have as a result of the delivery or disclosure of the above requested information. I hereby release from "ability the Company and its representative for seeking such information and all other persons, corporations, or organizations furnishing such information.

If hired by this Company, I understand that I will be required to provide genuine documentation establishing my identity and eligibility to be legally employed in the United States. I also understand this Company employs only individuals who are legally eligible to work in the United States.

Applicant Signature _____ Date _____

Driver's license # _____

List any traffic violations within the last ten years _____

Do you smoke? _____

List any special hobbies or interest _____
