



AT-WILL EMPLOYMENT APPLICATION

(PLEASE PRINT ALL INFORMATION EXCEPT SIGNATURE)

THIS APPLICATION IS NOT AN EMPLOYMENT CONTRACT but merely is intended to evaluate suitability for employment. It is the policy of the company to provide equal employment to all qualified persons without discrimination on the basis of sex, race, color, religion, age, marital status, national origin, citizenship, disability, veteran status, or any other status protected under state and federal laws. It is also the policy of the company to have the option of conducting pre-employment screening before a job offer is made. Employment may be contingent upon the successful completion of the medical examination, which may include body substance samples. This application will remain active for 180 days.

PERSONAL INFORMATION

Name: Last: _____ First: _____ Middle: _____

Home phone: _____ Work phone: _____

Please list below your current address and your two other most recent addresses:

Current Street: _____ City: _____ State: _____ Zip: _____ Since (Mo/Yr) _____

Street: _____ City: _____ State: _____ Zip: _____ Since (Mo/Yr) _____

Street: _____ City: _____ State: _____ Zip: _____ Since (Mo/Yr) _____

EDUCATION

High School Attended: _____ City, County, State _____ Graduated? Yes No

	<u>City, State</u>	<u>Area of Study</u>	<u>Degree/Certification/Diploma</u>
Undergraduate College Attended _____	_____	_____	_____
Graduate School _____	_____	_____	_____
Trade, Business or other School _____	_____	_____	_____

EMPLOYMENT INFORMATION

Position applied for: _____ Date you can start: _____ Desired Salary: _____

Please answer all of the following questions, When necessary, note question number and use an extra sheet of paper to provide explanations.

1. Yes No Are you least 18 years of age and legally able to work in the United States?
2. Yes No Will you work overtime when necessary?
3. Yes No Have you received a description of the job or been made aware of the essential functions of the job you are applying for?
4. Yes No Do you understand the job requirements?
If no, please explain _____
5. Yes No Are you on layoff and subject to recall?
6. Yes No Are you currently bound by a non competition or trade secret agreement?
If yes, please explain _____
7. Yes No Have you ever been discharged or asked to resign from a job?
If yes, please explain _____
8. Yes No Have you ever been convicted of or pled guilty to a felony or other crime?
If yes, please explain _____

EMPLOYMENT INFORMATION

MAY WE CONTACT YOUR PRESENT EMPLOYER? Yes No

Please list below your last three employers beginning with the most recent.

Most Recent Employer: _____ City: _____ State: _____ Zip: _____ Phone: _____

Position Held: _____ Date (From/To): _____ Pay Rate Upon Leaving: \$ _____ Supervision: _____

Duties: _____ Reason For Leaving: _____

Do you prefer: Full-time Part-time

Can you work weekends and evenings? _____



AT-WILL EMPLOYMENT APPLICATION (Continued)

Next Most Recent Employer: _____ City: _____ State: _____ Zip: _____ Phone: _____

Position Held: _____ Dates (From/To): _____ Pay Rate Upon Leaving: \$ _____ Supervisor: _____

Duties: _____ Reason For Leaving: _____

Next Most Recent Employer: _____ City: _____ State: _____ Zip: _____ Phone: _____

Position Held: _____ Dates (From/To): _____ Pay Rate Upon Leaving: \$ _____ Supervisor: _____

Duties: _____ Reason For Leaving: _____

JOB RELATED SKILLS

Please answer all of the following questions. When necessary, note question number and use an extra sheet of paper to provide explanations.

1. Yes___ No___ Do you have a valid driver's license?
If yes: Driver Lic. # _____ Date issued: _____
2. Yes___ No___ Have you ever been convicted of or pled guilty to any traffic-related offense within the past five years?
3. Yes___ No___ Have you had your driver's license suspended or revoked or had your driving privileges modified by a court of law?
4. Please list all states from which you hold, or have held a driver's license.

Please use this space to list any special skills you may have that relate to the position applied for:

Please list any professional licenses, designations, certifications, etc. that may relate to the position applied for. Include date granted, name of organization and any other relevant information.

1. _____
2. _____
3. _____

APPLICANT'S CERTIFICATION AGREEMENT

1. I authorize the investigation of all statements contained in this application and release from all liability any person or employers supplying such information, and I also release the company from all liability that might result from making the investigation.
2. I certify that the facts and information set forth in this application are true and complete to the best of my knowledge. I understand that any falsification, misrepresentation, or omission of facts on this application (or on any required documents) will be cause for denial of employment or immediate termination of employment, regardless of when or how discovered.
3. I agree, if I am offered and accept a position, to conform to all existing and future Company rules and regulations and I understand that the Company reserves the right to change wages, hours and working conditions as deemed necessary. **I ALSO UNDERSTAND THAT, IF HIRED, MY EMPLOYMENT WILL BE AT-WILL, MEANING THAT EITHER PARTY CAN END THE EMPLOYMENT RELATIONSHIP AT ANY TIME AND FOR ANY OR NO REASON.**
4. I understand that any employment offer is contingent upon my providing, within three (3) working days of employment, valid proof of identity and eligibility to work in order to comply with immigration Reform and Control Act of 1986.
5. I have read and reviewed the information provided in this application (Pages 1 and 2) and the above statements. By signing this application for employment I certify that I understand all parts of it and have answered all questions completely and accurately.

Signature

Date

Printed Name