

## INSTRUCTIONS FOR COMPLETING APPLICATION

1. Fill out the entire application in ink.
2. Make sure that you list all of the information that is asked for in this application.
3. Your employment history is very important to us. You must give detailed explanations to all questions in particular "Duties" and "Reason for Leaving."

### HIRING POLICIES

1. We hire applicants solely based upon merit. We do not discriminate on the basis of union affiliation, race, sex, color, age, national origin, disability or any other protected status.
2. No employee is required to pay dues to any labor organization to join our company.
3. We accept job applications only when we know there are jobs available and when we intend to fill the position(s). When openings become available, we reserve the right to review applications already on file, prior to hiring. Applications remain in an active file for 45 days. It is the applicant's responsibility to keep our hiring personnel informed of his/her availability.
4. We do not accept group applications or photocopied forms. We hire based on personal contact with individuals so that we can make sound business judgments as to the most qualified applicants.
5. Any applicant who falsifies or omits information on the application is disqualified from being hired. If the employee has been hired before the falsification or omission is discovered, he or she may be subject to termination.
6. We base our hiring decisions on a variety of factors, including skills and ability to perform the job, prior employment with us, employment references as to character and willingness to work, willingness to accept the offered salary, and personal interviews.
7. Full-time employees are expected to work only for us and must state that they will not be employed by any other employer while they work for us.

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

\_\_\_\_\_  
Date

## **APPLICATION FOR EMPLOYMENT**

(An Equal Opportunity Employer)

### PLEASE PRINT

Date: \_\_\_\_\_

Are you below age 18?  Yes  No

Name

Social Sec. No.

Street

Have you applied here before?  Yes  No

City

State

Zip Code

How long have you worked here before?

U.S. Citizen?  Yes  No

Area Code

Business Telephone

If not, are you eligible to work in the U.S.?  Yes  No

Area Code

Home Telephone

Alien Registration #:

Person to be notified in case of an emergency:

Name

Telephone

Address

How were you referred to us?

Newspaper ad

School

On my own

Current Employee

Agency

Other

Name of referral source:

Please note: This application form was designed for use by applicants for various positions -- including field, clerical, professional, technical, and administrative. Answer the questions to the best of your ability. All information will be treated confidentially.





**TYPE OF WORK DESIRED**

Indicate the position for which you are applying: \_\_\_\_\_

Do you wish to work:  Full time;  Part time;  Temporarily? If part time, specify hours or days: \_\_\_\_\_

What is your minimum *hourly/weekly* salary requirement? \_\_\_\_\_ Date available for work \_\_\_\_\_

Do you have any commitments to another employer that might effect your employment with us? \_\_\_\_\_

**GENERAL** Do you know of any reason why you cannot perform the essential functions of the job for which you are applying with or without reasonable accommodations?  Yes  No

Please describe any accommodations required. \_\_\_\_\_

Have you ever been convicted of a criminal offense?  Yes  No Date \_\_\_\_\_ Place \_\_\_\_\_

Nature: \_\_\_\_\_ (An affirmative answer will not automatically disqualify you from being considered as a candidate for employment.)

**SKILLS** (Please list all skills you possess.) \_\_\_\_\_

Which, if any, warehouse or construction equipment have you operated? \_\_\_\_\_

Are you presently a student?  Yes  No Full Time \_\_\_\_\_ Part Time \_\_\_\_\_ Typing Speed \_\_\_\_\_

**EDUCATIONAL DATA**

E D U C A T I O N	SCHOOL	NAME AND LOCATION OF SCHOOL	YEARS ATTENDED	GRADUATED?	DEGREED?
	COLLEGE				
	HIGH				
	OTHER				

Professional Licenses/Certifications/Registrations \_\_\_\_\_ License No. \_\_\_\_\_ Year Issued \_\_\_\_\_

**MILITARY EXPERIENCE**

Were you in the U.S. Armed Forces?  Yes  No If yes, what branch? \_\_\_\_\_

Date of duty: From \_\_\_\_\_ To: \_\_\_\_\_ Rank at Separation \_\_\_\_\_

Briefly describe you duties \_\_\_\_\_