



# DIVISION-D YOUR AD, EVOLVED.

## APPLICATION FOR EMPLOYMENT

*Please Print Clearly And Answer All Questions. Résumés Are Not a Substitute For A Completed Application.*

I understand that neither this application nor any communication by a representative of the Company 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 at-will basis. This means the Company is free to terminate my employment at any time, with or without cause or advance notice, 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.

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: \_\_\_\_\_

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Present address (Street, Apt. or Unit): \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Are you legally authorized to work in the United States for our Company?      Yes      No  
     

Will you now or in the future require sponsorship for employment visa status?           

Type of employment desired: Full-Time       Part Time       Specify Hours: \_\_\_\_\_

Have you ever applied to this company before?      YES       NO

If yes, when did you apply? \_\_\_\_\_      Where did you apply? \_\_\_\_\_



Have you ever initiated an act of violence in the workplace?  YES  NO

If Yes, please explain so that individual circumstances can be considered. (A Yes answer will not necessarily disqualify you from employment.)

\_\_\_\_\_

List special technical skills that you feel qualify you for the job for which you are applying (i.e. computer programming/ language, software, equipment operation, special tools or machines, etc.):

## 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: _____	Type of Business: _____	May We Contact? <input type="radio"/> Yes <input type="radio"/> No
Address: _____		
Phone Number: _____	Dates Employed: _____	
Job Title: _____	Supervisor's Name: _____	
Wages: Start _____ Final _____	Reason for Leaving: _____	
Duties: _____		

### EMPLOYER

Name: _____	Type of Business: _____	May We Contact? <input type="radio"/> Yes <input type="radio"/> No
Address: _____		
Phone Number: _____	Dates Employed: _____	
Job Title: _____	Supervisor's Name: _____	
Wages: Start _____ Final _____	Reason for Leaving: _____	
Duties: _____		



### EMPLOYER

Name: \_\_\_\_\_ Type of Business: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Dates Employed: \_\_\_\_\_

Job Title: \_\_\_\_\_ Supervisor's Name: \_\_\_\_\_

Wages: Start \_\_\_\_\_ Final \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

Duties: \_\_\_\_\_

May We Contact?

Yes

No

### 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	WORK RELATIONSHIP	PHONE

EDUCATION	SCHOOL NAME/LOCATION	GRADUATE?	YEARS COMPLETED	DEGREE/MAJOR & GPA
High School				
College				
Trade or Post College				

Honors Received \_\_\_\_\_



## APPLICANT CERTIFICATION

I understand and agree that if driving is a requirement of 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. 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 files, lockers, desks, vehicles, and computers) 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, I 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 résumé, 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 dismissal.

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 forms for the background investigation.

I hereby authorize any person, company, and or educational institution I have listed as a reference on my employment application to fully disclose in good faith any information they may have regarding my qualifications for employment. I will not hold any prospective or former employers, educational institutions, or any other persons or entities giving references liable for the exchange of this information along with any other information that is necessary or inherent to the employment process. I further authorize the Company and its representatives to seek such information

I understand this Company hires only individuals who are legally eligible to work in the United States.

Applicant Signature: \_\_\_\_\_

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

Signature of company representative: \_\_\_\_\_

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