

EMPLOYMENT APPLICATION

Please answer each and every question below, completely and accurately. All Applicants must fully complete a written application. A resume alone is not sufficient to consider an individual as an applicant. Applications not fully completed and signed will not be considered for employment. False information or a material omission will disqualify an applicant (or lead to the applicant's subsequent termination upon discovery). This application is current for only 30 days, after which time, if you have not heard from the employer and still want to be considered for employment, you must complete a new application.

Today's Date: _____

Print Name: _____

LAST

FIRST

MIDDLE

Position Applying For: _____ Salary Expectation: _____

Telephone Number: _____

Are you 18 years old or over? YES NO

Present Address: _____ How long have you lived there? _____

Street Address

City

State

Zip Code

Prior Address: _____ How long did you live there? _____

Street Address

City

State

Zip Code

Have you ever worked for this Company before? YES NO If yes, provide dates & position: _____

Have you ever previously applied for work with this Company? YES NO If yes, provide dates: _____

How did you become aware of this position? _____

Can you accept a position immediately? YES NO If no, when can you start? _____

Are you legally eligible for employment in the United States? YES NO

Are you capable of satisfactorily performing the essential job duties required of the position for which you are applying? (with or without reasonable accommodations)? YES NO

If no, describe the functions that cannot be performed.

(Note: We will comply with all applicable laws and consider reasonable accommodation measures that may be necessary for eligible applicants/employees to perform essential functions.)

Do you have a reliable method of transportation to and from work? YES NO

EDUCATION

| | | | |
|---------------------|-----------------|----------------|-----------------------|
| Name of High School | Years Completed | Diploma/Degree | Course of Study/Major |
| | 9 10 11 12 | | |

| | | | |
|----------------------------|-----------------|----------------|-----------------------|
| Name of College/University | Years Completed | Diploma/Degree | Course of Study/Major |
| | 1 2 3 4 | | |

| | | | |
|--------------------------------------|-----------------|----------------|-----------------------|
| Name of Graduate/Professional School | Years Completed | Diploma/Degree | Course of Study/Major |
| | 1 2 3 4 | | |

| | | | |
|--|-----------------|----------------|-----------------------|
| Name of Trade or Correspondence School | Years Completed | Diploma/Degree | Course of Study/Major |
| | 1 2 3 4 | | |

Other

Describe any Special Skills, Training, Experience or Extra-Curricular Activities relevant to the position you seek.

RECORD OF PREVIOUS EMPLOYMENT

Please list the names of your present and previous employers in chronological order with most recent listed first. If self-employed, give firm name and supply business references, **DO NOT OMIT ANY EMPLOYER**. Use additional paper, and same format, if necessary. You must complete this section even if attaching a resume.

| | | | |
|----------------------------------|-------------------------------|--------------------------------------|---|
| Present or Last Employer | <u>Employed</u> From mo/yr | <u>Your Title/Position</u> | <u>Type of Termination</u> |
| Address | | | Fired? <input type="checkbox"/> Quit? <input type="checkbox"/> Layoff <input type="checkbox"/> Other? <input type="checkbox"/> |
| City/ST/Zip | To mo/yr | <u>Name/Title of Last Supervisor</u> | <u>Explanation of Termination</u> |
| Phone-main: Phone-Supervisor: | | | |

| | | | |
|----------------------------------|-------------------------------|--------------------------------------|---|
| Previous Employer | <u>Employed</u> From mo/yr | <u>Your Title/Position</u> | <u>Type of Termination</u> Fired? <input type="checkbox"/> Quit? <input type="checkbox"/> Layoff <input type="checkbox"/> Other? <input type="checkbox"/> |
| Address | | | |
| City/ST/Zip | To <u>mo/yr</u> | <u>Name/Title of Last Supervisor</u> | <u>Explanation of Termination</u> |
| Phone-main: Phone-Supervisor: | | | |

| | | | |
|----------------------------------|-------------------------------|--------------------------------------|---|
| Previous Employer | <u>Employed</u> From mo/yr | <u>Your Title/Position</u> | <u>Type of Termination</u> Fired? <input type="checkbox"/> Quit? <input type="checkbox"/> Layoff <input type="checkbox"/> Other? <input type="checkbox"/> |
| Address | | | |
| City/ST/Zip | To <u>mo/yr</u> | <u>Name/Title of Last Supervisor</u> | <u>Explanation of Termination</u> |
| Phone-main: Phone-Supervisor: | | | |

| | | | |
|----------------------------------|-------------------------------|--------------------------------------|--|
| Previous Employer | <u>Employed</u> From mo/yr | <u>Your Title/Position</u> | <u>Type of Termination</u> Fired? <input type="checkbox"/> Quit? <input type="checkbox"/> Other? <input type="checkbox"/> |
| Address | | | |
| City/ST/Zip | To <u>mo/yr</u> | <u>Name/Title of Last Supervisor</u> | <u>Explanation of Termination</u> |
| Phone-main: Phone-Supervisor: | | | |

May we contact your current employer? Yes No. **If no, please explain:**

APPLICANT'S AGREEMENT & UNDERSTANDING

Job Testing & Investigations: In the event of my employment to a position at the Company, I will comply with all rules and regulations of the Company. I understand that the Company reserves the right to require me to submit to a test for the presence of drugs in my system prior to employment and during my employment, to the extent permitted by law. I also understand that any offer of employment may, to the extent permitted by law, be contingent upon the passing of a physical examination, performed by a doctor selected by the Company, and a test for the presence of unlawful substances (including lawful substances used in an unlawful manner) in my system, performed by a state-certified laboratory selected by the Company. Further, I understand that at any time after I am hired, the Company may require me to submit to a physical examination and drug/alcohol test, to the extent permitted by law, I consent to the disclosure of the results of physical examinations and related tests to the Company. I also understand that I may be required to take other tests, such as proficiency testing, prior to employment and during my employment. I understand that should I decline to sign this consent or decline to take any of the above tests, an offer of employment may be rescinded or my employment may be terminated. I understand that the Company may investigate my driving record and my criminal record at the appropriate time during the pre-employment process, and to the extent permitted by law. Depending on applicable law, investigation of my driving record and criminal history record may be delayed until after the first interview or after conditional offer of employment has been made. I further understand that the Company may contact my previous employers and I authorize these employers to disclose to the Company all records and information pertinent to my employment with them. I hereby authorize the Company to thoroughly investigate my references, work record, education and other matters related to my suitability for employment. A separate consent form will be obtained to authorize an investigation into my driving record and criminal record at the time the investigation will be made. In addition to authorizing the release of information regarding my employment, I hereby fully waive any rights or claims I have or may have against my former employers, their agents, employees, and representatives, as well as other individuals who release information to the Company, and release them from any and all liability, claims, or damages that may directly or indirectly result from the use, disclosure, or release of any such information by any person or party, whether such information is favorable or unfavorable to me. I authorize the persons named as personal references on this application to provide the Company with any pertinent information they may have regarding myself. I hereby release the Company and all other persons, corporations, partnerships and associations from any and all claims, demands or liabilities arising out of or in any way related to such investigation or disclosure of my references.

Truth of All Information Given By Applicant: I hereby state that all the information that I provided on this application or any other documents filled out in connection with my employment, and in any interview is true and correct. I have withheld nothing that would, if disclosed, affect this application unfavorably. I understand that if I am employed and any such information is later found to be false in any respect, I will be dismissed regardless of how much time has passed, I understand if selected for hire, it will be necessary for me to provide satisfactory evidence of my identity and legal authority to work in the United States and that federal Immigration laws require me to complete an I-9 Form in this regard.

At-Will Provision: I understand and agree that if offered employment by this Company or any affiliated company (collectively "Employer"), my employment and compensation will be at-will

meaning I may be terminated by either myself or the Employer at any time and for any reason whatsoever, with or without good cause or notice. I understand that nothing contained in the application, or conveyed during any interview which may be granted or during my employment, if hired, is intended to create an employment contract between me and the Company. I further understand and agree that no implied, oral or written agreements contrary to the express language of this Agreement are valid unless signed in writing by the President of the Company. No other supervisor or representative of the Employer has the authority to make any agreement or promise contrary to the above understandings. I understand and agree that if offered employment with the Employer, this “at-will” agreement governing my indefinite term or employment and rate of compensation shall take the place of any and all prior and contemporaneous agreements, representations, promises and understandings between myself and the Employer.

I hereby acknowledge that I have read the above statements and understand the same.

SIGNATURE OF APPLICANT

DATE