

EDUCATION

	Name/Location	Did you graduate?	Years Completed				Subject or Degree
		Yes No	1	2	3	4	
High School		Yes No	1	2	3	4	
Trade/Technical School		Yes No	1	2	3	4	
Undergraduate School		Yes No	1	2	3	4	
Graduate School		Yes No	1	2	3	4	

SKILLS & TRAINING

Special skills or training:

Years of Experience	Skill	Years of Experience	Skill	Years of Experience	Skill
_____	Mechanical	_____	Box Hanging	_____	Accounting
_____	Electrical	_____	Grading	_____	MS Word
_____	Plant Maintenance	_____	Packing	_____	MS Excel
_____	Equipment Maintenance	_____	Stacker	_____	MS Powerpoint
_____	Pallet Repair	_____	Janitorial	_____	MS Outlook
_____	Carpentry	_____	Box Machine	_____	Switchboard
_____	Roofing	_____	Forklift	_____	Internet
_____	Forklift Mechanic	_____	Palletizer	_____	Clerical
_____	Security	_____	Dump Truck	_____	Quickbooks
_____	Truck Driver	_____	Dump Machine		

PERSONAL REFERENCES

List three individuals whom you know well either personally or professionally. Do not list previous employers or relatives.

Name	Address	Phone #	# of Yrs Known
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____

EMPLOYMENT HISTORY

List all present and past employment, beginning with your present or most recent job. Include addresses and telephone numbers for each employer.

1. Company Name: _____ Phone Number: _____
Address: _____
Type of Business: _____ Supervisor's Name: _____
Dates employed (mo./yr. to mo./yr.): _____ Rate of Pay: _____
Job Title: _____ Duties: _____
Reason for Leaving: _____

2. Company Name: _____ Phone Number: _____
Address: _____
Type of Business: _____ Supervisor's Name: _____
Dates employed (mo./yr. to mo./yr.): _____ Rate of Pay: _____
Job Title: _____ Duties: _____
Reason for Leaving: _____

3. Company Name: _____ Phone Number: _____
Address: _____
Type of Business: _____ Supervisor's Name: _____
Dates employed (mo./yr. to mo./yr.): _____ Rate of Pay: _____
Job Title: _____ Duties: _____
Reason for Leaving: _____

4. Company Name: _____ Phone Number: _____
Address: _____
Type of Business: _____ Supervisor's Name: _____
Dates employed (mo./yr. to mo./yr.): _____ Rate of Pay: _____
Job Title: _____ Duties: _____
Reason for Leaving: _____

May we contact your current employer? Yes No

(If you are offered employment, your current employer will be contacted.)

Were you employed under a different name while working for any of the above employers? Yes No

If yes, indicate name: _____

Please explain any periods of unemployment: _____

Unexplained gaps in employment may disqualify your application.

APPLICANT AGREEMENT

I certify that all information I have provided in order to apply for and secure work with the employer is true, complete and correct.

I understand that any information provided by me that is found to be false, incomplete or misrepresented in any respect, will be sufficient cause to (1) cancel further consideration of this application, or (2) immediately discharge me from the employer's service, whenever it is discovered. I hereby agree that the Company shall not be liable in any respect if my employment is terminated or if I am not hired for this reason.

I expressly authorize, without reservation, the employer, its representatives, employees or agents to contact and obtain information from all references (personal and professional), public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, resume or job interview. I hereby waive any and all rights and claims I may have regarding the employer, its agents, employees or representatives, for seeking, gathering and using such information in the employment process and all other persons, corporations or organizations for furnishing such information about me.

I agree to take drug examinations and other examinations on a post job offer basis as well as during the course of my employment. I understand the examinations will be at the expense of the employer and that they are a condition of employment.

I understand that the employer does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or excusing any applicant from consideration for employment on any basis prohibited by applicable local, state or federal law.

I understand that this application remains current for 30 days. At the conclusion of that time, if I have not heard from the employer and still wish to be considered for employment, it will be necessary to reapply and fill out a new application.

If accepted for employment, I hereby agree to abide by all rules, procedures, policies and customary practices of the employer both written and verbal, many of which are explained in the employee handbook and its amendments, and to wear all personal protective equipment required for the occupation in which I am engaged.

I understand that, if I am hired, the first 90 days of employment will be considered an introductory employment period. I further understand that employment during this period is in no way a guarantee of employment thereafter. Furthermore, I understand that if my employment is continued after the introductory employment period, the employment is At-Will and I am free to resign at any time, with or without cause and without prior notice, and the employer reserves the same right to terminate my employment at any time, with or without cause and without prior notice, except as may be required by law. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that no supervisor or representative of the employer is authorized to make any assurances to the contrary and that no implied verbal or written agreements contrary to the forgoing express language are valid unless they are in writing and signed by the employer's Chief Executive Officer.

I also understand that if I am hired, I will be required to provide proof of identity and legal authority to work in the United States and that federal laws require me to complete a Form I-9 in this regard.

DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE APPLICANT AGREEMENT.

I certify that I have read, fully understand and accept all terms of the foregoing Applicant Agreement.

Signature of Applicant: _____ Date: _____