

Application for Employment

Instructions: It is the policy of the company to provide equal opportunity with regard to all terms and conditions of employment. The company complies with federal and state laws prohibiting discrimination on the basis of race, color, religion, creed, national origin, disability, veteran status, age, or any other protected characteristic.

Name _____ Phone (____) _____
LAST FIRST MIDDLE

Address _____
STREET CITY STATE ZIP CODE

Shift preferred 1 2 3 Any E-mail _____

Position applied for _____

Expected pay _____

Would you accept full-time work? Yes No

Would you accept part-time work? Yes No

On what date would you be available for work? _____

Have you ever been employed here? No Yes

If yes, please give dates _____

If you are under 18 years old, can you provide a work permit if required? Yes No

Yes No Have you ever been convicted of a crime, other than a traffic violation?

If yes, please explain _____

Explain any gaps in your employment, other than those due to personal illness, injury or disability.

Have you ever been fired or asked to resign from a job? No Yes

If yes, please explain _____

Special Training or Skills

Languages, machine operation, etc., that would be of benefit in the job for which you are applying.

Are you legally eligible for employment in the United States? No Yes (If yes, proof is required if hired.)

Employment Experience

Place an **X** by the employer(s) you **DO NOT** want us to contact. List your most recent employer first.

Employer _____
Contact Name _____
Address _____ Phone (_____) _____
Job Title _____ Supervisor _____
Dates employed: from (mm/yy) ____/____ to (mm/yy) ____/____ Hourly rate/salary: starting ____/____ final ____/____
Work performed _____
Reason for leaving _____

Employer _____
Contact Name _____
Address _____ Phone (_____) _____
Job Title _____ Supervisor _____
Dates employed: from (mm/yy) ____/____ to (mm/yy) ____/____ Hourly rate/salary: starting ____/____ final ____/____
Work performed _____
Reason for leaving _____

Employer _____
Contact Name _____
Address _____ Phone (_____) _____
Job Title _____ Supervisor _____
Dates employed: from (mm/yy) ____/____ to (mm/yy) ____/____ Hourly rate/salary: starting ____/____ final ____/____
Work performed _____
Reason for leaving _____

Employer _____
Contact Name _____
Address _____ Phone (_____) _____
Job Title _____ Supervisor _____
Dates employed: from (mm/yy) ____/____ to (mm/yy) ____/____ Hourly rate/salary: starting ____/____ final ____/____
Work performed _____
Reason for leaving _____

Educational Background

High School: _____ Location _____

Course of study _____ Did you graduate? Yes No Degree or diploma _____

College: _____ Location _____

Course of study _____ Did you graduate? Yes No Degree or diploma _____

Graduate School: _____ Location _____

Course of study _____ Did you graduate? Yes No Degree or diploma _____

Vocational Training/Other: _____ Location _____

Course of study _____ Did you graduate? Yes No Degree or diploma _____

Continuing Education _____

I certify that all the information submitted by me on this application is true and complete, and I understand that if any false or misleading information, omissions or misrepresentations are discovered, my application may be rejected, and if I am employed, my employment may be terminated at any time.

In consideration of my employment, I agree to conform to the company's rules and regulations, and I understand that these rules and/or the employee handbook do not form a contract of employment either expressed or implied, and I agree that my employment and compensation can be terminated, with or without cause and with or without notice, at any time, at either my or the company's option.

I also understand and agree that the terms and conditions of my employment may be changed, with or without cause and with or without notice, at any time by the company. I understand that no company representative, other than its president, and then only when in writing and signed by the president, has any authority to enter into any agreement for employment for any specific period of time, or to make any agreement contrary to the forgoing.

Applicant's signature _____ Date ____ / ____ / ____

FOR OFFICE USE ONLY:

Applicant number _____ Employee number _____ Hire date ____/____/____

Position _____

Rate _____ Class _____ Skill _____

Other _____

Notes _____

Interview Results		
Interviewer	Date	Comments

Test Results				
Tests Administered	Date	Score	Rating	Comments and interpretation

Reference Check Results
Employer 1:
Employer 2:
Employer 3:
Employer 4:

Attachments

- Resumé
- Applicant interview
- Employee data card
- Applicant reference check
- Payroll change notice



APPLICANT'S CERTIFICATION AND AGREEMENT

In consideration of being employed, I understand and agree that:

1. If I misrepresent or deliberately leave out a fact in my application, I may be refused employment or, if employed, I may be terminated.
2. The employer has my authorization to thoroughly investigate my work and personal history; and I hereby consent to take any test, whenever the employer deems it necessary in any employer investigation. I will hold no person, corporation, or organization liable for my giving or its receiving information in such investigation.
3. If employed, I may terminate my employment at any time without notice or cause; and the employer may terminate or modify the employment relationship at any time without prior notice or cause as allowed by the laws of the state of North Carolina and federal laws. In consideration of employment, I agree to conform to the rules, policies, and regulations of the employer and government. I understand that no department head or representative of the employer, other than the President/CEO or General Manager of the employer, has any authority to enter into any agreement, oral or written, for employment for any specified period of time or to make any agreement or assurances contrary to this policy.
4. Any doctor, hospital, or testing laboratory has my consent to conduct medical or drug tests on me; and I hereby give my consent to having all information released for the employer to determine my abilities to perform job duties now or in the future, unless such action is subject to state or federal laws and which is applicable. I also give my consent to physical searches of myself and my tool box, lunch container, motor vehicle, locker, or any packages, purse, brief case, or personal affects I have while on the company's premises, whether or not I have a lock on such items.
5. The needs of the employer may make the following conditions mandatory: overtime, shift work, rotating work schedule, or a work schedule other than Monday through Friday. Management of the plant and the direction of the working forces, including, but not limited to the right to hire, schedule, assign, transfer, promote, upgrade, suspend, or discharge employees for proper cause; to establish reasonable plant rules and regulations; to relieve employees from duty for lack of work or for any other legitimate reasons; to determine the number and location of plants; the schedule and methods of production; the products to be manufactured or subcontracted; the number of persons to be employed; kinds and locations of machines to be used; processes of manufacturing and assembling; the engineering and designating of its products; the purchase and control of materials and parts to be incorporated in the products

produced; to control the quality of work; to create new jobs; to combine or alter job content; to eliminate jobs; and all similar functions; are vested exclusively in the Employer. I accept these conditions of employment.

- 6. The employer is an equal opportunity employer. The employer does not discriminate in employment; and no question on my employment application is used for the purpose of limiting or excluding any applicant's consideration for employment on a basis prohibited by local, state, or federal law.
- 7. If employed, I understand that my employment is for no definite period of time; and if terminated, the employer is liable only for wages, salary, and pension monies earned as of the date of termination.
- 8. I have read and agree to the above, and hereby certify that the facts I have provided in my employment application are true and complete.
- 9. This application is current and active for only six (6) months. At the conclusion of this time, if I have not had any contact from the employer and still wish to be considered for employment, it will be necessary for me to fill out a new application.

DATE: _____

SIGNATURE OF APPLICANT

Personal References: (Not a Former Employer or Relative)

Name and Occupation	Address	Phone Number