

This application must be filled out in ink and may NOT be taken from our office. Please complete it here.

**\* CURRENT DMV REQUIRED \***

*Prospective employees will receive consideration without discrimination because of race, creed, color, sex, age, national origin, handicap or veteran status.*

# APPLICATION FOR EMPLOYMENT

P E R S O N A L  E D U C A T I O N	Last name		First	Middle	Date		
	Street Address				Home Phone (     ) -		
	City, State, Zip				Business Phone (     ) -		
	Have you ever applied for employment with us? _ Yes _ No If Yes: Month and Year: _____ Location _____				Social Security Number		
	Position Desired				Pay Expected		
	Apart from absence for religious observance, are you available for full-time work? _ Yes _ No If not, what hours can you work? _____				Will you work overtime if asked? _ Yes _ No		
	Are you legally eligible for employment in the United States?				When will you be available to begin work? _____		
	Other special training or skills (languages, machine operation, etc.)				Can you travel if the job requires it? _ Yes _ No		
	How did you learn of our organization?						
	Can you meet the essential functions of this job, with or without, reasonable accommodation?     _ Yes _ No If yes, what can be done to accommodate your limitation?						
	SCHOOL	NAME AND LOCATION OF SCHOOL		COURSE OF STUDY	NO. OF YEARS COMPLETED	DID YOU GRADUATE?	DEGREE OR DIPLOMA
	College					_ Yes _ No	
	High					_ Yes _ No	
Trade					_ Yes _ No		
Other					_ Yes _ No		

LIST YOUR TRADE LICENSES WITH THEIR EXPIRATION DATES

MEMBERSHIP IN PROFESSIONAL OR CIVIC ORGANIZATIONS <i>(EXCLUDE THOSE WHICH MAY DISCLOSE YOUR RACE, COLOR, RELIGION, OR NATIONAL ORIGIN)</i>

<b>M I L I T A R Y</b>	<i>COMPLETE THIS SECTION IF YOU SERVED IN THE U.S. ARMED FORCES</i>	
	Describe your duties and any special training	Branch of Service
		Rank at Discharge

**DO NOT ANSWER ANY QUESTIONS IN THIS SECTION UNLESS THE BOX IS CHECKED**

If the employer has checked the box next to the questions, the information requested is needed for a legally permissible reason, including, without limitation, national security considerations, a legitimate occupational qualification or business necessity. The Civil Rights Act of 1964 prohibits discrimination in employment because of race, color, religion, sex or national origin. Federal law also prohibits discrimination on the basis of age with respect to certain individuals. The laws of most states also prohibit some or all of the above types of discrimination as well as some additional types such as discrimination based upon ancestry, marital status or physical or mental handicap or disability.

<input checked="" type="checkbox"/> What was your previous address? _____	<input checked="" type="checkbox"/> How long at present address? _____ years
	<input checked="" type="checkbox"/> How long at previous address? _____ years

Have you ever been bonded?  
 \_ Yes \_ No If yes, with what employer? \_\_\_\_\_

Have you ever been convicted of a crime in the past seven years, excluding misdemeanors and summary offenses, which has not been annulled, expunged or sealed by a court? \_ Yes \_ No If yes, describe in full:

State names of relatives and friends working for us other than your spouse.

Please give the name, address and phone number of three references not related to you:

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

A drug screening will be required prior to being hired. Please sign to acknowledge that you agree with this pre-employment requirement.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Any other information you feel pertains to your qualifications for the position:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

<b>S I G N A T U R E</b>	<p>The information provided in this Application for Employment is true, correct and complete. If employed, any misstatement or omission of fact on this application may result in my dismissal.</p> <p>I understand that acceptance of any offer of employment does not create a contractual obligation upon the employer to continue to employ me in the future.</p> <p>I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. If you decide to engage an investigative consumer reporting agency to report on my credit and personal history, I authorize you to do so. If a report is obtained you must provide, at my request, the name and address of the agency so I may obtain from them the nature and substance of the information contained in the report.</p>	
	_____	_____
	Date	Signature



## Release of Information Form

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I, \_\_\_\_\_, authorize (Name of Company) to conduct a background investigation in order to assess my eligibility for a position requiring a high level of reliability and trustworthiness. I authorize all persons who may have information relevant to this investigation to disclose it (including photocopies when requested) to (Company Name) or their agents, and I release all persons from liability on account of such disclosure. I understand that the investigation may include verification of past employment, education, residential history, psychological makeup, criminal record check, work performance, disciplinary records and attendance records.

I authorize that a photocopy of my signature below may be used to obtain information regarding the investigation. This authorization is valid for a period of one (1) year or until employment is terminated, whichever occurs first.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Social Security Number



**Please answer the following mathematical equations:**

1.  $5 \times 0 =$  \_\_\_\_\_

2.  $9 \times 8 =$  \_\_\_\_\_

3.  $65 \times 6$  \_\_\_\_\_

4.  $8 \times 2 =$  \_\_\_\_\_

5.  $396639 \div 3 =$  \_\_\_\_\_

6.  $49.50 + 67.48 =$  \_\_\_\_\_

7.  $100 \div 25 =$  \_\_\_\_\_

8.  $\_ + 1 \_ =$  \_\_\_\_\_

9.  $1386.59 - 745.68 =$  \_\_\_\_\_

10. If there were 100 apples in a basket and 7 were rotten, what percentage of apples would be able to be eaten? \_\_\_\_\_

11. If you billed a customer 583.50 and they gave you a check for 50% as a down payment, how much would the check be? \_\_\_\_\_

12. What is the average of the following numbers: 87, 33, 48, 92 \_\_\_\_\_

13.  $350.00 - 10\% =$  \_\_\_\_\_

**Please read the following paragraph and circle the misspelled words.**

*Don't be embarassed if you find yourself driving somewhere and not remembering the journey. It is an aceptable behaviour and most people are guilty of unconschus driving. It is a good habit to occasionaly take an alternat route to the office so that your brain has to think about what you are doing. Though it is a humorus experiance, it is dangerous and your judgment is impaired when you are in this state. It pays to be safe, so mix it up when driving to work each day.*



**Complete the following. Each dash ( \_\_\_ ) calls for a number or a letter to be filled in. Each line is a separate item. Take the items in order, but don't spend too much time on any one.**

1. 1 2 3 4 5 \_\_\_\_\_
2. White/Black Short/Long Down/ \_\_\_\_\_
3. Z Y X W V U \_\_\_\_\_
4. AB BC CD D \_\_\_\_\_
5. Escape Scape Cape \_\_\_\_\_
6. Oh Ho Rat Tar Mood \_\_\_\_\_
7. A Z B Y C X D \_\_\_\_\_
8. 38, 41, 44, 47, 50, \_\_\_\_\_
9. 96, 92, 88, 84, 80, \_\_\_\_\_