

Application for Employment

Equal access to programs, services and employment is available to all persons. Those applicants requiring a reasonable accommodation to the application and/or interview process should notify a representative of the Human Resources Department. We are an equal opportunity employer.

Please Print

Position applied for _____ Application Date _____

Name _____
LAST FIRST MIDDLE

Address _____
STREET CITY STATE ZIP CODE

Home Phone _____ Cellular/Other # _____ E-mail address _____

Shift preferred 1 2 3 Any 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? _____

If necessary, best time to call you is _____ Home Cellular/Other

How were you referred to our Company? _____

Have you submitted an application here before? Yes No If yes, please give date(s) and position(s): _____

Have you ever been employed here? Yes No If yes, please give dates: _____

Is this application a request for reemployment following an extended military leave of absence from our Company? Yes No
If yes, additional information may be requested.

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

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

Are you able to perform the “essential functions” of the job for which you are applying (with or without reasonable accommodation)?
NOTE: This question is not designed to elicit information about an applicant’s disability. Please do not provide information about the existence of a disability, particular accommodation, or whether accommodation is necessary. These issues may be addressed at a later stage, to the extent permitted by law.
 Yes No Need more information about the job’s “essential functions” to respond

Will you travel if required? Yes No Will you work overtime if required? Yes No

If they have been explained to you, are you able to meet the attendance requirements of the position? Yes No N/A

Have you ever been bonded? Yes No

Please provide your driver’s license number, if driving is required for this job. _____ State _____

Have you entered into an agreement with any former employer or other party (such as a noncompetition agreement) that might, in any way, restrict your ability to work for our Company? Yes No If yes, please explain: _____

NOTE: Answering “yes” to the following question does not constitute an automatic bar to employment. Factors such as date of the offense, seriousness and nature of the violation, rehabilitation and position applied for will be taken into account.

Have you ever pleaded “guilty” or “no contest” to, or been convicted of, a crime? Yes No
If yes, please provide date(s) and details: _____

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 _____ E-mail _____

Address _____ Phone () _____

Job Title _____ Supervisor _____

Dates employed: from (mm/yy) ____/____ to (mm/yy) ____/____ Hourly rate/salary: starting ____/____ final ____/____

Work performed _____

Reason for leaving _____

What did you like most about your position? _____

What were the things you liked least about the position? _____

Employer _____

Contact Name _____ E-mail _____

Address _____ Phone () _____

Job Title _____ Supervisor _____

Dates employed: from (mm/yy) ____/____ to (mm/yy) ____/____ Hourly rate/salary: starting ____/____ final ____/____

Work performed _____

Reason for leaving _____

What did you like most about your position? _____

What were the things you liked least about the position? _____

Employer _____

Contact Name _____ E-mail _____

Address _____ Phone () _____

Job Title _____ Supervisor _____

Dates employed: from (mm/yy) ____/____ to (mm/yy) ____/____ Hourly rate/salary: starting ____/____ final ____/____

Work performed _____

Reason for leaving _____

What did you like most about your position? _____

What were the things you liked least about the position? _____

Employment Experience (continued)

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? Yes No

If yes, please explain: _____

Education 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: _____

Special Training or Skills

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

Social Security Number

SS# _____ The Company will make reasonable efforts to safeguard the privacy of this information and will use it only for employment purposes.

References

List names and telephone numbers of three business/work references who are **not** related to you and are **not** previous supervisors. If not applicable, list three school or personal references who are **not** related to you.

Name	Title	Relationship to You	Telephone	E-Mail	Years Known

Applicant Statement

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.

If hired, 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 express 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.

I expressly authorize, without reservation, the employer, its representatives, employees or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, résumé 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 truthful and nondefamatory information, in a lawful manner, in the employment process and all other persons, corporations or organizations for furnishing such information about me.

I understand that this application remains current for only 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 for me to reapply and fill out a new application.

I also understand that, if I am hired, I will be required to provide proof of identity and legal authorization to work in the United States as required by federal immigration laws.

This Company does not tolerate unlawful discrimination or harassment based on sex, race, color, religion, national origin, citizenship, age, disability, or any other protected status under applicable federal, state or local law. No question on this application is used to limit or exclude an applicant from employment consideration on any basis prohibited by applicable federal, state or local law.

Applicant's signature _____ Date _____

Applicant Name: _____

EMPLOYER: After reading *Important Compliance Information*, check off the boxes next to the sections that pertain to the job the applicant is applying for.

APPLICANT: Only complete the sections marked by the employer.

Mathematical Skills

The following problems measure your understanding of basic math functions. Circle the appropriate answer. Please do not spend more than 5 minutes on this section, and complete the answers on your own. Please use the space below for any handwritten calculations you need to solve the problems.

1. 25% of \$1,200 =
A. 300 B. 420 C. 360 D. 450

2. $(10 + 34 - 24) 4 - 16 = x$
What does x equal?
A. -228 B. 76 C. 64 D. -11.25

3. Nine gray tiles are required to tile a 4-square-foot area. At this rate, how many tiles are required to tile a 44-square-foot area?
A. 101 tiles C. 90 tiles
B. 99 tiles D. 100 tiles

4. Which of the following equations expresses the relationship between x and y in the table below?

X	Y
0	5
2	11
6	23
7	26
10	35

- A. $y = x + 5$ C. $y = x + 6$
B. $y = 3x + 5$ D. $y = 4x - 1$

5. A woman purchases the following products: four apples at 43 cents each, two bottles of juice for \$3 each, three bags of chips at 95 cents each, and one bag of cookies for \$2.35. She gives you \$20 – how much change should she receive?
A. \$9.05 C. \$13.55
B. \$15.83 D. \$7.08

TOTAL CORRECT	5
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Vocabulary & Spelling Skills

The following questions measure your understanding of basic vocabulary and spelling skills. Circle the appropriate answer. Please do not spend more than 5 minutes on this section, and complete the answers on your own.

1. Fill in the blank with the word that seems most suitable for the sentence:
Joseph's supervisor _____ Joseph on his recent work for the department. The supervisor explained how he was happy to see someone go the extra mile to get the job done, and that Joseph's dedication will pay off during his quarterly review.

- A. disciplined C. articulated
B. commended D. questioned

2. Which word is spelled *incorrectly*?

- A. hinder C. approach
B. stabilize D. unrelaible

3. *Diligent* is another word for:

- A. dull C. careless
B. happy D. thorough

4. Fred was in a hurry so he entered the room:

- A. briskly C. lonely
B. arrogantly D. quietly

5. *Procrastinate* is another word for:

- A. diminish C. state
B. defer D. proceed

TOTAL CORRECT	5
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Reasoning & Analytical Skills

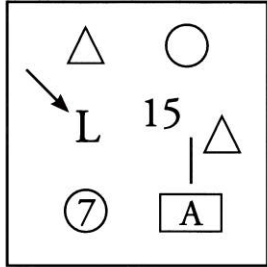
The following questions measure your reasoning and analytical skills. Circle the appropriate answer. Please do not spend more than 5 minutes on this section, and complete the answers on your own.

- What letter best completes the following series:
C, B, A, E, F, G, L, K, ____
A. D B. I C. J D. E
- Report J is always run sometime before Report F. Report X has to be run immediately before or after Report J. Report O has to be run some time after Report J if Report X is immediately before F. If it is not, Report O has to be run before Report J.
Based on this information, which sequence below is appropriate?
A. JXFO B. FXOJ C. JFXO D. XJOF
- Based on the information, choose the best conclusion.
Tom must use Expressway 10 to get to work every day. Tom has a meeting today at 10:00 a.m. If Tom misses the meeting, he probably will lose a major account. Expressway 10 is closed all day due to maintenance.
**A. Tom will not be able to get to work.
B. Tom will lose a major account.
C. Tom will probably be able to reschedule the meeting.
D. None of the above can be concluded.**
- Which of the following word pairs doesn't belong?
**A. book: novel C. shoe: shirt
B. couch: sofa D. water: pond**
- What is the missing number?
1 4 9 ? 25
A. 15 B. 16 C. 14 D. 1

TOTAL CORRECT	5
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Attention to Detail Skills

The following questions measure your attention to detail skills. Circle the appropriate answer. Please do not spend more than 5 minutes on this section, and complete the answers on your own.

- How many times does the letter "F" appear in the following text:
Finished work files are the result of years of scientific study combined with the experience of our employees.
A. 5 B. 2 C. 6 D. 3
- Of the six pairs of numbers, letters and symbols, how many are alike?
Order #557.245.66972 Order #557.245.66972
Christopher S. Obrien Christopher S. Obrien
286 W. Madison Ave. 286 W. Madison Ave.
BKAMS-MMLOS-AS BKAMS-MMLOS-AS
856-781-5555 856-781-555
ADH-458-d-74 ADH-458-b-74
A. 2 B. 1 C. 4 D. 3
- Study the figure below and answer the following questions.

a. The arrow is pointing to which letter?

- b. The letter A appears inside which shape?**

- c. What is the sum of the two numbers appearing in the square?**

- d. What shape appears immediately above the letter L?**

- Of the six pairs of numbers, letters and symbols, how many are different?
7-04-95-03-15-955 7-04-93-03-15-95
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P.O. Box #567431 Ph Box #567431
151 10 73113 56 151 10 73113 56
TM10922 \$54.95 TM10922 \$54.96
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A. 1 B. 4 C. 2 D. 0
- Based on the information below, which of the following is correct?
x = c a = f b = d
f = c t = m x = q
A. f = d B. x = t C. a = d D. c = q

TOTAL CORRECT	5
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TOTAL	20
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