

ADMINISTRATIVE PRE-EMPLOYMENT APPLICATION

This pre-employment application shall be considered for a period of time not to exceed 60 days. An applicant wishing to be considered for employment beyond this time period should re-inquire as to whether or not applications are being accepted.

AN EQUAL OPPORTUNITY EMPLOYER

It is our policy to provide employment opportunity without regard to race, color, religion, national origin, sex, age, marital status, sexual orientation, disability, or status as a disabled veteran, or a Veteran of the Vietnam Era, and any other category protected by Federal, State, or Local Law.

**Fields required for application submission*

*Last Name _____ *First Name _____ MI _____

*Address _____ *Telephone Number _____ - _____ - _____

*City _____ *State _____ *Zip _____

Address (Prior Residence)

E-Mail Address

*Are you authorized to work in the U.S.? YES / NO

*Age – 18 or Over? (if no, proof of eligibility to work will be required) YES / NO

Position you are applying for:

How did you hear about this position?

Our company requires a pre-employment drug screening and maintains a random drug and alcohol testing program. Are you still interested in this position?

YES / NO

Do you have a valid driver's license? YES / NO

Do you have a CDL Endorsement? YES / NO

WORK HISTORY

Please list most recent or current position first:

#1

Hire Date _____	End Date _____
Company _____	
Address (City/State) _____	
Phone Number _____-_____-_____	Supervisor _____
Job Title _____	
Description of Responsibilities (indicate significant responsibilities, accomplishments, and contributions) _____ _____ _____	
Salary _____	
Reason for Leaving _____	

#2

Hire Date _____	End Date _____
Company _____	
Address (City/State) _____	
Phone Number _____-_____-_____	Supervisor _____
Job Title _____	
Description of Responsibilities (indicate significant responsibilities, accomplishments, and contributions) _____ _____ _____	
Salary _____	
Reason for Leaving _____	

#3

Hire Date _____	End Date _____
Company _____	
Address (City/State) _____	
Phone Number _____ - _____ - _____	Supervisor _____
Job Title _____	
Description of Responsibilities (indicate significant responsibilities, accomplishments, and contributions) _____ _____ _____	
Salary _____	
Reason for Leaving _____	

Have you ever been convicted of a felony or misdemeanor? YES / NO

If yes, please provide details (A conviction will not necessarily disqualify a candidate for employment)

REFERENCES

Please list three individuals, not related to you, who have knowledge of your occupational skills and background

#1

Name _____	Length of Time Known _____
Address _____	
Telephone _____ - _____ - _____	Occupation _____

#2

Name _____	Length of Time Known _____
Address _____	
Telephone _____ - _____ - _____	Occupation _____

#3

Name _____	Length of Time Known _____
Address _____	
Telephone _____ - _____ - _____	Occupation _____

Please add any other information regarding your employers, skills, education or other experience which could help us in making a hiring decision: Organizations, Licenses, Certificates, Certifications, Diplomas (Please include date and state of issuance)

PLEASE READ BEFORE SUBMITTING

I understand that the hiring process will require interviews. I agree that I will state whether I need any reasonable accommodations for the job selection procedures.

I understand and agree that I will participate in a Drug and Alcohol test if a job offer is made and that my employment is contingent on satisfactory completion of the test and examination.

All information disclosed in this application is complete, true and correct. I understand that a background investigation may be conducted to verify my answers.

Furthermore, I understand that misrepresentations or omissions of requested information will result in my rejection for employment or dismissal after employment.

This application is not an employment contract. Any offer of employment will be on an employment-at-will basis. This means that I will not have an express or implied employment contract and that both the employer and I will have the right to terminate my employment at any time and for any reason.

Signature

Date