Application

Dear applicant, it is the policy of INSERT ORGANIZATION to provide equal employment opportunities to all applicants and employees without regard to status such as race, color, religion, gender, national origin, age, disability, or veteran status. **Please complete the application in its entirety and return it to us.**

Personal Information

Name (Last, First, MI)

     ,      ,

Street Address

City, State, Zip

     ,   ,

Number of years at the above address

Home Phone Number Cell Phone Number

(   )    -     (   )    -

Date of Birth (Required for Commercial Drivers) Can you provide proof of age?  Yes  No

Social Security Number Driver’s License Number/State/Expiration

   -  -           /    /

List Your Addresses of Residency for the past 3 years (Previous Addresses)

Street Address

City, State, Zip

     ,   ,

Number of years at the above address

Street Address

City, State, Zip

     ,   ,

Number of years at the above address

Street Address

City, State, Zip

     ,   ,

Number of years at the above address

Employment Desired

Position applied for Full time  Part time  Temporary

How did you hear about this position?

Date available for work How many days would you be available to work?

Wage Desired $      per

Employment Information

Have you worked for XXX before?  Yes  No If yes, what position?

Dates: From:       To:       Rate of Pay? $

Reason for leaving?

Education

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Name and Address of  School | Course of  Study | Total Years of Study | Degree/  Diploma |
| High School |  |  |  |  |
| Undergraduate College |  |  |  |  |
| Graduate/Professional |  |  |  |  |
| Other  (Specify) |  |  |  |  |

List any seminars, awards, honors, special achievements, classes, or other education not listed above which may help qualify you for this position:

Employment History **(If you need additional space, please use a separate paper and attach to application)**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| All driver applicants to drive in interstate commerce must provide the following information on all employers during the proceeding 3 years. List complete mailing address, street #, city, state, and zip code.    Applicants to drive a commercial motor vehicle\* in intrastate commerce shall also provide an additional 7 years’ information on those employers for whom the applicant operated such a vehicle. (NOTE: Starting with your **most recent** employer).  Account for all periods of unemployment. You must complete this section even if attaching a resume. May we contact your current employer?  Yes  No | | | | | | |
| Employer (current  Yes  No) | Start Date | | End Date | Essential job functions of final position | | |
| Street address |  | |  | 1. | | |
| City, State, Zip       ,   , | Starting Salary | | Ending Salary | 2. | | |
| Phone number  (   )     - | $ | | $ | 3. | | |
| Fax number  (   )     - | Supervisor(s) | | | 4. | | |
| Job position(s) | E-mail address of supervisor | | | | | |
| Reason(s) for leaving | | | | | | |
| Did you drive a vehicle requiring a CDL?  Yes  No | | | | | | |
|  | | | | | | |
| Employer (current  Yes  No) | Start Date | | End Date | Essential job functions of final position | | |
| Street address |  | |  | 1. | | |
| City, State, Zip       ,   , | Starting Salary | | Ending Salary | 2. | | |
| Phone number  (   )     - | $ | | $ | 3. | | |
| Fax number  (   )     - | Supervisor(s) | | | 4. | | |
| Job position(s) | E-mail address of supervisor | | | | | |
| Reason(s) for leaving | | | | | | |
| Did you drive a vehicle requiring a CDL?  Yes  No | | | | | | |
|  | | | | | | |
| Employer (current  Yes  No) | Start Date | | End Date | Essential job functions of final position | | |
| Street address |  | |  | 1. | | |
| City, State, Zip       ,   , | Starting Salary | | Ending Salary | 2. | | |
| Phone number  (   )     - | $ | | $ | 3. | | |
| Fax number  (   )     - | Supervisor(s) | | | 4. | | |
| Job position(s) | E-mail address of supervisor | | | | | |
| Reason(s) for leaving | | | | | | |
| Did you drive a vehicle requiring a CDL?  Yes  No | | | | | | |
|  | | | | | | |
| Employer (current  Yes  No) | Start Date | | End Date | Essential job functions of final position | | |
| Street address |  | |  | 1. | | |
| City, State, Zip       ,   , | Starting Salary | | Ending Salary | 2. | | |
| Phone number  (   )     - | $ | | $ | 3. | | |
| Fax number  (   )     - | Supervisor(s) | | | 4. | | |
| Job position(s) | E-mail address of supervisor | | | | | |
| Reason(s) for leaving | | | | | | |
| References | | | | | | |
| Please provide one **work**, one **character** and one **personal** reference. | | | | | | |
| Name | | Occupation | | | | |
| Company Name | | Address | | | | |
| Telephone Number  (   )     - | | E-Mail Address | | | | Relationship / Years Acquainted       / |
|  | | | | | | |
| Name | | Occupation | | | | |
| Company Name | | Address | | | | |
| Telephone Number  (   )     - | | E-Mail Address | | | | Relationship / Years Acquainted       / |
|  | | | | | | |
| Name | | Occupation | | | | |
| Company Name | | Address | | | | |
| Telephone Number  (   )     - | | E-Mail Address | | | Relationship / Years Acquainted       / | |
|  | | | | | | |

Additional Information

If hired, are there any accommodations the company would need to provide so that you can perform all the essential functions and duties of the position being applied for? Yes  No

If yes, please explain:

If you are under 18 years of age, can you provide proof of your eligibility to work? Yes  No

If hired, can you provide proof of U.S. citizenship or proof of your legal right to work in the U.S.? Yes  No

Have you ever been convicted of a felony or misdemeanor? Yes  No

If Yes, please explain:

|  |
| --- |
|  |

TO BE READ AND SIGNED BY APPLICANT

**Please read each statement closely and initial each to acknowledge your understanding.**

**Equal Employment Opportunity Statement**

    INSERT ORGANIZATION is committed to the principles of equal employment opportunity and is committed to make employment decisions based on merit. We are committed to complying with all Federal, State and local laws providing for equal employment opportunities, as well as all laws related to terms and conditions of employment. INSERT ORGANIZATION desires to maintain a work environment that is free of sexual harassment and discrimination due to race, religion, color, national origin, physical or mental disability, age or any other status protected by Federal, State or local laws. The Company will make reasonable efforts to accommodate those physical or mental limitations of an otherwise qualified employee unless undue hardship would result for INSERT ORGANIZATION.

**Discrimination and Sexual Harassment Policy Statement**

    INSERT ORGANIZATION will not tolerate any form of unlawful discrimination, including sexual harassment. Any employee who engages in unlawful discrimination or sexual harassment will be subject to appropriate discipline, up to and including termination. Prohibited sexual harassment is defined as follows: Unwelcome sexual advances, request for sexual favors and other verbal or physical conduct of a sexual nature constitutes sexual harassment when (1 ) submission to such conduct is made whether explicitly a term or condition of an individual’s employment; (2) Submission to or action of such conduct by an individual is used as the basis for employment decisions affecting such individuals; or (3) Such conduct has the purpose or effect of unreasonably interfering with an individual’s work performance or creating an intimidating, hostile or offensive work environment.

**Disclosure to Applicants Concerning Drug/Alcohol Testing**

    If you are offered a position with INSERT ORGANIZATION, you may be given a drug/alcohol test as a condition of employment. Your refusal to timely submit to a drug/alcohol test or your failure to pass such a test means you will not be employed by this company. Neither the collector of specimens nor the medical professional who reviews the test results will be a company employee. The test results will be kept confidential. The individual undergoing testing will be directly observed while providing the specimen unless there are reasonable grounds to believe the individual may alter or substitute the specimen. Negative test results are required as a condition of employment.

**Complete and Accurate Information**

    I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment and that the answers given by me are true and correct to the best of my knowledge. I further certify that I have personally completed this application. I understand that any omission or misstatement of material fact on this application, or any other document used to secure employment, shall be grounds for rejection or this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery.

**At-Will Employment**

    I understand and agree that if I am employed, my employment will be “at-will”, which means that INSERT ORGANIZATION may terminate the employment relationship at any time, with or without cause and with or without notice. Likewise, INSERT ORGANIZATION will respect my right to terminate my employment at any time, with or without cause and with or without notice. I further understand that any prior representation, whether expressed or implied to the contrary is hereby superseded and that no promise or representation contrary to the foregoing is binding on INSERT ORGANIZATION unless made in writing and signed by INSERT ORGANIZATION ’s CEO.

**Testing Authorization**

    If offered a position with the INSERT ORGANIZATION, I hereby agree to any legally permitted physical, psychological, skill, or medical test required by INSERT ORGANIZATION as a condition of employment.

**Investigation Authorization**

    I authorize investigation into all statements and references contained in this application. Said investigation may include credit, driving, criminal background, references and other background checks. By applying for this job, I also authorize post-hire investigation into my credit, driving and criminal background.

**Company Obligation**

    I understand and agree that INSERT ORGANIZATION’s acceptance of this job application does not mean that a position for which I am qualified is open (unless specifically posted) or that the company has agreed to hire me. I understand that INSERT ORGANIZATION is under no obligation to hire me as the result of accepting this completed application.

I have read and understand the above policy statements and agree to be bound by them if employed by INSERT ORGANIZATION.

Applicant’s Signature Date

Applicant (Print Name)