

# Non-CDL Licensed Application for Employment



We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation or any other legally protected status.

(PLEASE PRINT)

|                                            |                                   |                                      |                                       |                        |
|--------------------------------------------|-----------------------------------|--------------------------------------|---------------------------------------|------------------------|
| Position(s) Applied For                    |                                   | <input type="checkbox"/> Helper      | <input type="checkbox"/> Other: _____ | Date of Application    |
| <input type="checkbox"/> Driver            | <input type="checkbox"/> Mechanic |                                      |                                       |                        |
| How did you learn about us?                |                                   |                                      |                                       |                        |
| <input type="checkbox"/> Advertisement     | <input type="checkbox"/> Friend   | <input type="checkbox"/> Walk-In     |                                       |                        |
| <input type="checkbox"/> Employment Agency | <input type="checkbox"/> Relative | <input type="checkbox"/> Other _____ |                                       |                        |
| Last Name                                  |                                   | First Name                           |                                       | Middle Name            |
| Address                                    |                                   | Street                               | Apt/Unit #                            | Home Phone #           |
| City                                       |                                   | State                                | Zip Code                              | Mobile Phone #         |
| Date of Birth                              |                                   | Email Address                        |                                       | Social Security Number |
|                                            |                                   |                                      |                                       |                        |

Have you ever filed an application with us before?

☐ Yes ☐ No

If yes, give date \_\_\_\_\_

Have you ever been employed with us before?

☐ Yes ☐ No

If yes, give date \_\_\_\_\_

Are you currently employed?

☐ Yes ☐ No

May we contact your present employer?

☐ Yes ☐ No

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status?

☐ Yes ☐ No

*Proof of citizenship or immigration status will be required upon employment*

On what date would you be available for work?

\_\_\_\_\_

Are you available to work: ☐ Full Time ☐ Part Time ☐ Shift Work ☐ Temporary

Are you currently on "lay-off" status and subject to recall?

☐ Yes ☐ No

Can you travel if a job requires it?

☐ Yes ☐ No

**WE ARE AN EQUAL OPPORTUNITY EMPLOYER**

# Education



|                       | Name of School | Course of Study | Years Completed | Diploma or Degree |
|-----------------------|----------------|-----------------|-----------------|-------------------|
| High School           |                |                 |                 |                   |
| Undergraduate College |                |                 |                 |                   |
| Other (Specify)       |                |                 |                 |                   |

Describe any specialized training, apprenticeship, skills and extra-curricular activities.

---



---



---



---

Describe any job-related training received in the United States military.

---



---



---



---

# Employment Experience

Start with your present or most recent job. Include any job-related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, disabilities or other protected status

| Employer            | Dates Employed |    | Work Performed |
|---------------------|----------------|----|----------------|
|                     | From           | To |                |
| Address             |                |    |                |
| Telephone Number(s) |                |    |                |
| Supervisor          |                |    |                |
| Reason For Leaving  |                |    |                |
| Job Title           |                |    |                |

| Employer            | Dates Employed |    | Work Performed |
|---------------------|----------------|----|----------------|
|                     | From           | To |                |
| Address             |                |    |                |
| Telephone Number(s) |                |    |                |
| Supervisor          |                |    |                |
| Reason For Leaving  |                |    |                |
| Job Title           |                |    |                |

# Employment Experience (continued)



| Employer            | Dates Employed |    | Work Performed |
|---------------------|----------------|----|----------------|
|                     | From           | To |                |
| Address             |                |    |                |
| Telephone Number(s) |                |    |                |
| Supervisor          |                |    |                |
| Reason For Leaving  |                |    |                |
| Job Title           |                |    |                |

| Employer            | Dates Employed |    | Work Performed |
|---------------------|----------------|----|----------------|
|                     | From           | To |                |
| Address             |                |    |                |
| Telephone Number(s) |                |    |                |
| Supervisor          |                |    |                |
| Reason For Leaving  |                |    |                |
| Job Title           |                |    |                |

## Additional Information

|                                                                                                                                                   |
|---------------------------------------------------------------------------------------------------------------------------------------------------|
| <u>Other Qualifications:</u> Summarize special job-related skills and qualifications acquired from employment or other experience<br><br><br><br> |
|---------------------------------------------------------------------------------------------------------------------------------------------------|

## References

|    |           |                |
|----|-----------|----------------|
| 1) | _____     | _____          |
|    | (Name)    | (Phone Number) |
|    | _____     | _____          |
|    | (Address) | (Relationship) |
| 2) | _____     | _____          |
|    | (Name)    | (Phone Number) |
|    | _____     | _____          |
|    | (Address) | (Relationship) |
| 3) | _____     | _____          |
|    | (Name)    | (Phone Number) |
|    | _____     | _____          |
|    | (Address) | (Relationship) |

# Applicant's Statement



I certify that answers given herin are true and complete to the best of my knowledge.

I authorize the investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

This application for employment shall be considered active for a period of time not to exceed 45 days. Any applicant wishing to be considered for employment beyondt his time period should inquire as to whether or not applications are being accepted at that time.

I herby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "*at will*" nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. It is further understood that this "*at will*" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authroized executive of this organization.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the employer.

\_\_\_\_\_

Signature of Applicant

\_\_\_\_\_

Date

## FOR PERSONNEL DEPARTMENT USE ONLY

Arrange Interview

☐ Yes ☐ No

Date: \_\_\_\_\_

Remarks \_\_\_\_\_

\_\_\_\_\_

Interviewer

Employed/Hired

☐ Yes ☐ No

Date of Employment \_\_\_\_\_

Job Title \_\_\_\_\_

Hourly Rate/Salary \_\_\_\_\_

Department \_\_\_\_\_

By \_\_\_\_\_

NAME AND TITLE

\_\_\_\_\_

DATE

NOTES \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_