



SENT	DT	Employee #	Start

EMPLOYMENT APPLICATION

Name: _____ Date: _____
Last First M.I.

Address: _____
Number Street City State Zip

Phone Number: _____
(Cell Number) (Home Number)

E-mail Address: _____

How long have you lived at the above address? _____

If less than 3 months, list previous Address: _____

Position Applied for: _____

Are you interested in (Check all that apply):

Part Time _____ Full Time _____

Day Shift _____ Night Shift _____

Have you been employed here before? Yes _____ No _____ When? _____

Were you referred? Yes _____ No _____ Who? _____

When are you available to start work? _____

Can you verify your legal rights to work in the U.S. by providing a birth certificate, U.S. passport, certificate of citizenship or naturalization, original social security card, or by some other means?

Yes _____ No _____

Are you able to read & write the English language? Yes _____ No _____

Have you ever been convicted for a crime?

Yes _____ No _____ If yes, please explain: _____

If you were convicted of a crime, how long ago was it? _____

(A conviction does not necessarily disqualify you from employment)

DRIVER INFORMATION:

Operator's License #: _____ Expiration Date: _____ Class: _____

List all driving licenses held in any state during the past seven years:

State					
License #					
Expiration					

Have you had an accident within the last 7 years? Yes _____ No _____

If yes, please explain each accident below:

List All Dates	Location of Accident	Description	Injury	Damage Amount in Dollars	Not Chargeable

Have you had a motor violation within the last 7 years? Yes _____ No _____

If yes, please explain each violation below:

List all violations (includes MPH)	Date of Conviction	Place of Conviction

Have you ever had any license suspended, revoked, or withdrawn for any reason during the past 7 years? Yes _____ No _____ If yes, please explain:

Date and Period of Suspension, Revocation, or Withdrawal	Reason

Have you had any previous driving experience? Yes _____ No _____

If yes, please describe: _____

EMPLOYMENT HISTORY:

List employers within the last 10 years, **starting with most recent.** Give name, address, telephone number and contact person for all employers listed.

Employer & Contact Person	Address & phone Number	Position/Duties	Dates of Employment	Reason for Leaving

EDUCATION:

Name of last school attended: _____

Address: _____

Years Completed: 9 10 11 12 13 14 15 16+

Diploma or Degree: Yes _____ No _____

List any additional education experience or certifications: _____

REFERENCES:

List three (3) references who are not related to you. Include address and telephone number.

1. _____

2. _____

3. _____

Please use this space provided below to provide additional information which you did not have enough room for on the application. You may also add any comments you feel would be helpful in assisting us in arriving at an employment decision.

APPLICANT'S STATEMENT

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

I authorize the investigation of all statements contained in this application for employment that may be necessary in arriving at an employment decision. I understand that this application is not and is not intended to be a contract of employment.

I understand any offers of employment are subject to successful completion of a test(s) to detect the presence of alcohol and other drugs. In addition, I understand that tampering with or in any way attempting to alter the drug test specimen will result in my disqualification for employment.

In the event of my 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 Company. If employed, I understand and agree that my employment may be terminated at any time, for any reason.

(Applicant's Signature)

(Date)

We are an equal opportunity employer. It is our policy to abide by all federal, state, and local laws concerning discrimination in employment. No question on this application is intended to elicit information in violation of any such law, nor will any information obtained in response to any question be used in violation of any such law. The information provided by the applicant on this application is in accordance with subsection (b) of 52 PA Code (37.19) and may be used for the purpose of investigating the applicant's background as required by 52 PA Code (37.20).