

Application for Employment



Equal access to programs, services and employment is available to all persons. Those applicants requiring accommodation to the application and/or interview process should contact a representative of the Personnel Department.

PLEASE PRINT

Position(s) applied for _____ Date of application ____ / ____ / ____

Name _____
Last First Middle

Address _____
Street City State Zip Code

Telephone (____) _____ Are you currently employed? Yes No

If you are under 18, can you furnish a work permit? Yes No

Have you ever been employed here before? Yes No

Are you legally eligible for employment in this country? Yes No
 (Proof of U.S. citizenship or immigration status will be required upon employment.)

Date available for work..... ____ / ____ / ____

Type of employment desired Full-Time Part-Time Temporary Seasonal Educational Co-Op

Are you able to meet the attendance requirements of the position? Yes No

Have you been convicted of a Felony or Misdemeanor?..... Yes No
 (Such conviction may be relevant if job related but does not bar you from employment.)

If yes, please explain _____

Driver's license number (if job-related) _____ State _____

Employment History

List your last four (4) employers, assignments or volunteer activities, starting with the most recent, including military experience.

From	To	Employer	Telephone ()
Job Title		Address	
Immediate Supervisor and Title		Summarize the nature of work performed and job responsibilities.	
Reason for leaving		Hourly Rate/Salary Start \$ _____ per _____ Final \$ _____ per _____	
From	To	Employer	Telephone ()
Job Title		Address	
Immediate Supervisor and Title		Summarize the nature of work performed and job responsibilities.	
Reason for leaving		Hourly Rate/Salary Start \$ _____ per _____ Final \$ _____ per _____	
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From	To	Employer	Telephone ()
Job Title		Address	
Immediate Supervisor and Title		Summarize the nature of work performed and job responsibilities.	
Reason for leaving		Hourly Rate/Salary Start \$ _____ per _____ Final \$ _____ per _____	

Skills and Qualifications

Summarize any training, skills, licenses, certificates and/or characteristics of yourself that may qualify you as being able to perform job-related functions for the position which you are applying _____

Educational Background (if job-related)

Name and Location	Years Completed	Did You Graduate?		Course of Study
		Major	Degree	
High School				
College				
Other				

References

Name	Telephone	Years Known
	Area Code ()	
	Area Code ()	
	Area Code ()	

It is understood and agreed upon that any misrepresentation by me on this application will be sufficient cause for cancellation of this application and/or separation from the employer's service if I have been employed.

I give the employer the right to investigate all references and to secure additional information about me, if job-related. I hereby release from liability the employer and its representatives for seeking such information, and all other persons, corporations or organizations for furnishing such information.

The employer is an Equal Opportunity Employer. The employer does not discriminate in employment and no question on this application is used for the purpose of limiting or excusing any applicant's consideration for employment on a basis prohibited by local, state or federal law.

This application is current for only 60 days. At the conclusion of this time, if I have not heard from the employer and still wish to be considered for employment, it will be necessary to fill out a new application.

I understand that just as I am free to resign at any time, the employer reserves the right to terminate my employment at any time, with or without cause and without prior notice. I understand that no representative of the employer has the authority to make any assurances to the contrary.

I understand it is this company's policy not to refuse to hire a qualified individual with a disability because of this person's need for an accommodation that would be required by the ADA.

Signature of Applicant _____ Date _____ / _____ / _____

English Preliminary Interview Questions

Name _____

Are you currently working? _____

Why are you looking to leave your job? _____

Why did you leave your last job? _____

What is your expected pay rate? _____

What shift are you looking to work? _____

What plant are you looking to work at? _____

Are you able to work both facilities? _____

Are you comfortable working in a demanding fast pace environment? _____

Are you comfortable working in a cold environment? _____

Do you know anyone that is employed by us? _____

How do you plan to get to work each day? (Car, license, carpool) _____

What do you like most/least about your last job? _____

Are you able to work overtime when required? _____

Are there any outside scheduling needs that interfere with work schedule and overtime hours?

What are your personal thoughts regarding workplace safety? _____

Do you feel accidents are preventable in the workplace or are they unavoidable? _____

What is your work style? Example – busy, multi-tasking or team player. _____

How do you react to a demanding supervisor? _____

Describe your ideal boss _____

Why should I consider hiring you? _____