

EMPLOYMENT APPLICATION



"A Drug-Free Workplace"

APPLICANT INSTRUCTIONS

If you need help to fill out this application form or for any phase of the employment process, please notify the person that gave you this form and every effort will be made to accommodate your needs in a reasonable amount of time.

1. Please read "APPLICANT NOTE."
2. Complete both sides of this form.
3. If more space is needed to complete any question, use comments section on the back.
4. Print clearly; incomplete or illegible applications will not be processed.
5. Some packets may have an attached AFFIRMATIVE ACTION QUESTIONNAIRE. This information is being gathered for affirmative action under Section 503 of the Rehabilitation Act of 1973. The information requested is voluntary and will be kept confidential. An applicant will not be subject to any adverse treatment for refusing to complete the questionnaire.

TODAY'S DATE: _____

NAME: _____
LAST FIRST M.I.

SOCIAL SECURITY NUMBER: _____

HOME PHONE: _____ WORK PHONE: _____

CURRENT ADDRESS: _____
STREET CITY STATE ZIP

PRIOR ADDRESS: _____
STREET CITY STATE ZIP

APPLICANT NOTE

This application form is intended for use in evaluating your qualifications for employment. This is not an employment contract. Please answer all appropriate questions completely and accurately. False or misleading statements during the interview and on this form are grounds for terminating the application process or, if discovered after employment, terminating employment. All qualified applicants will receive consideration without discrimination because of sex, marital status, race, age, creed, national origin or the presence of disabilities. A felony conviction will not necessarily bar an applicant from employment. Affirmative action hiring may be requested by qualified applicants. Additional testing of job-related skills and for the presence of drugs in your body may be required prior to employment. After an offer of employment, and prior to reporting to work, you are required to submit to a medical review. Depending on company policy and the needs of the job, you will be required to complete a medical history form and may be required to be examined by a medical professional designated by the company.

AVAILABILITY

For which position are you applying? _____

What date can you start? _____ What category would you prefer? Full-time Part-time Temporary Labor pool

For which schedules are you available? Weekdays Weekends Evenings Nights Overtime Shift Other _____

EDUCATION

Please circle highest grade completed. 7 8 9 10 11 12 13 14 15 16 16+

NAME	CITY/STATE	GRADUATE?	DEGREE?
HIGH SCHOOL			
COLLEGE			
OTHER			

SECURITY

List states and counties of residence for the past seven years. _____

Yes No Have you used any names or Social Security Numbers other than those on this page? If so, please list on back.

Yes No Have you been convicted of, or served time for a felony in the past seven years? If so, please describe below.
 (In accordance with company policy this information will be reviewed for job relatedness and time since last conviction.)

INCIDENT	CITY/STATE	CHARGE
1.		
2.		

JOB-RELATED SKILLS

NOTE: Do not fill out any part of this section you believe to be non-job related.

List languages in which you are fluent _____

Yes No If the job requires, do you have the appropriate valid drivers license?
 DL# _____ Type _____ State of issue _____

Yes No Have you had any moving violations? Please describe _____

Please list any other skills, licenses or certificates that may be job-related or that you feel would be of value to this job or company. _____

Yes No Have you been given a job description or had the requirements of the job explained to you?

Yes No Do you understand these requirements?

Yes No Can you perform the requirements of this job with or without reasonable accommodation?

EMPLOYMENT REFERENCES

PLEASE NOTE. Your application will not be considered unless every question in this section is answered. Since we will make every effort to contact previous employers, the *correct telephone numbers of past employers are critical*. Ask for a phone book or call information if you need.

MOST RECENT EMPLOYER		<input type="checkbox"/> Yes <input type="checkbox"/> No Are you currently working for this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, may we contact?	
COMPANY NAME _____	CITY _____	STATE _____	PHONE NUMBER () _____
FROM _____ TO _____ DATES EMPLOYED	JOB TITLE _____	SUPERVISOR NAME _____	
DUTIES _____			
SALARY _____ PER _____ (HOUR, WEEK, MONTH)	REASON FOR LEAVING _____		

SECOND MOST RECENT EMPLOYER		<input type="checkbox"/> Yes <input type="checkbox"/> No Are you currently working for this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, may we contact?	
COMPANY NAME _____	CITY _____	STATE _____	PHONE NUMBER () _____
FROM _____ TO _____ DATES EMPLOYED	JOB TITLE _____	SUPERVISOR NAME _____	
DUTIES _____			
SALARY _____ PER _____ (HOUR, WEEK, MONTH)	REASON FOR LEAVING _____		

THIRD MOST RECENT EMPLOYER		<input type="checkbox"/> Yes <input type="checkbox"/> No Are you currently working for this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, may we contact?	
COMPANY NAME _____	CITY _____	STATE _____	PHONE NUMBER () _____
FROM _____ TO _____ DATES EMPLOYED	JOB TITLE _____	SUPERVISOR NAME _____	
DUTIES _____			
SALARY _____ PER _____ (HOUR, WEEK, MONTH)	REASON FOR LEAVING _____		

REFERENCES

Include only individuals familiar with your work ability. Do not include relatives.

NAME	ADDRESS/PHONE	YEARS KNOWN/RELATIONSHIP
1. _____	_____	_____
2. _____	_____	_____

COMMENTS

ASK FOR AN ADDITIONAL PAGE, IF NECESSARY

CERTIFICATION AND RELEASE

I certify that I have read and understand the applicant note on page one of this form and that the answers given by me to the foregoing questions and the statements made by me are complete and true to the best of my knowledge and belief. I understand that any false information, omissions or misrepresentations of facts called for in this application may result in rejection of my application or discharge at any time during my employment. I authorize the company and/or its agents, including consumer reporting bureaus, to verify any of this information including, but not limited to, criminal history and motor vehicle driving records. I authorize all persons, schools, companies and law enforcement authorities to release any information concerning my background and hereby release any said persons, schools, companies and law enforcement authorities from any liability for any damage whatsoever for issuing this information. I also understand that the use of illegal drugs is prohibited during employment. If company policy requires, I am willing to submit to drug testing to detect the use of illegal drugs prior to and during employment.

SIGNATURE _____	DATE _____
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RELEASE AUTHORIZATION

In connection with my application for employment with you, I understand that an investigative consumer report may be requested that will include information as to my character, work habits, performance and experience, along with reasons for termination of past employment from previous employers. Further, I understand that you will be requesting information concerning my workers' compensation claims, motor vehicle operation history and criminal history from various state, private and insurance sources along with other public records available. Workers' compensation information will only be requested in compliance with the ADA and/or any other applicable state laws.

I HEREBY AUTHORIZE, WITHOUT RESERVATION, ANY LAWFUL ENFORCEMENT AGENCY, ADMINISTRATOR, STATE AGENCY, INSTITUTION, INFORMATION SERVICE BUREAU, EMPLOYER OR INSURANCE COMPANY CONTACTED BY AVERT, INC. TO FURNISH THE ABOVE-MENTIONED INFORMATION.

I further acknowledge that a telephonic facsimile (FAX) or photographic copy shall be as valid as the original. This release includes all state and federal agencies including Minnesota's Department of Labor. According to the Fair Credit Reporting Act, I am entitled to know if employment is denied because of information obtained by my prospective employer from a consumer reporting agency. If so, I will be so advised and be given the name of the agency or source of information.

This information is being verified by Avert, Inc. Any information or questions should be directed to the following address.



Avert, Inc.
117 East Mountain
Fort Collins, CO 80524
(800) 367-5933
(303) 221-1526 (FAX)

Today's Date _____ Signature _____

The following must be filled out completely for your application to be considered. (Please print)

LAST NAME	FIRST NAME	MIDDLE INITIAL
HOME ADDRESS		
CITY	STATE	ZIP
SOCIAL SECURITY NUMBER	DATE OF BIRTH	
DRIVER'S LICENSE NUMBER	STATE DRIVER'S LICENSE WAS ISSUED	

Notarization is required only by certain states.

If using an embossed seal, please shade with black crayon to clearly show raised area when faxing.

Subscribed and sworn before me,

on the _____ day of _____, 19 _____

Notary Public

My Commission Expires _____

<p>NOTE: THIS RELEASE MAY NOT BE REQUIRED TO OBTAIN INFORMATION. SAVE TIME BY CALLING AVERT 800/367-5933.</p> <p>Employer is to complete this section and FAX or mail the release to AVERT. FAX # 303/221-1526</p> <p>Do you want Avert to FAX results? (faxed results will not be mailed)</p> <p><input type="checkbox"/> yes <input type="checkbox"/> no</p> <p><small>*Extra handling charge may apply. There is no service fee when you call AVERT for results.</small></p>	<p style="text-align: center;">EMPLOYER MUST COMPLETE THE FOLLOWING</p> <p>_____ CUSTOMER NUMBER</p> <p>_____ YOUR NAME</p> <p>_____ COMPANY NAME</p> <p>_____ ADDRESS</p> <p>_____ CITY/STATE/ZIP</p> <p>_____ FAX NUMBER</p> <p>_____ PHONE NUMBER</p>	<p style="text-align: center;">CHECK ONES THAT APPLY</p> <p>Search(es) Requested</p> <p><input type="checkbox"/> Workers' Comp from these states: _____</p> <p><input type="checkbox"/> MVR (driving record)</p> <p><input type="checkbox"/> Criminal History (list city or county) _____</p> <p><input type="checkbox"/> Credit Link (applicants home address required)</p> <p><input type="checkbox"/> PEV (work history required)</p> <p><input type="checkbox"/> Education Verification</p>
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This information is being gathered for affirmative action under Section 503 of the Rehabilitation Act of 1973. The information requested is voluntary and will be kept confidential. An applicant will not be subject to any adverse treatment for refusing to complete the questionnaire.

AFFIRMATIVE ACTION QUESTIONNAIRE

The purpose of this section is to assist in monitoring Affirmative Action Programs and to aid in complying with any required Governmental record keeping or periodic reporting. This information is not part of your employment application, and will not be considered in the employment/selection process. If you choose to provide the information, please complete the following:

Title of job applied for: _____

RACE (check one)

White—origins in Europe, North Africa, or Middle east

Asian—origins in Far East, S.E. Asia, India or Pacific Islands

Black—origins in Africa

Hispanic—Mexican, Puerto Rican, Cuban, Central or South America

American Indian—origins in North America, to include Alaska

PHYSICAL CONDITION

(1) No Handicap

(2) Physically Handicapped (No Facility Modification)

(3) Physically Handicapped (Facility Modification)

(4) Health Handicapped (Heart Attack, Diabetic, Seizures, etc.)

(5) Mentally Handicapped (Learning Disabled)

SEX

Male Female

VETERANS/U.S. MILITARY STATUS

(0) Non-Veteran

(1) Pre-Vietnam Veteran

(2) Pre-Vietnam Veteran with service incurred disability

(3) Vietnam Era Veteran (8/5/64 - 5/7/75)

(4) Vietnam Era Veteran with service incurred disability

(5) Post Vietnam Veteran

(6) Post Vietnam Veteran with service incurred disability

ACTIVE NATIONAL GUARD RESERVIST (check one)

Yes No

INFORMATION ON THIS PAGE WILL NOT BE KEPT IN YOUR PERSONNEL FILE.