

Application for Employment

It is the policy of this Company to comply with all applicable local, state, and federal laws prohibiting discrimination based on actual or perceived race, ancestry, citizenship status, creed, gender, gender identity, sexual orientation, pregnancy, childbirth or related conditions, veteran status, marital status, genetic testing, age, color, sex, religion, national origin, disability, arrest and/or conviction records where there is no substantial relationship between the circumstances of the offense and the particular job, honesty testing, use or nonuse of lawful products off the employer's premises during non-working hours, or any other protected classifications.

Date _____

Last name _____ First name _____ Middle name _____

Street Address _____

City _____ State _____ ZIP _____

Telephone _____ Social Security # _____

Email _____

Are you legally authorized to work in the U.S. without restriction? ☐ Yes ☐ No

Are you looking for full-time employment? ☐ Yes ☐ No

If you checked "No" above, what hours are you available to work? _____

Have you ever been convicted of a felony? ☐ Yes ☐ No *(Please note, any information provided will only be considered if the offense is substantially related to the duties and responsibilities of the position being applied for according to applicable local, state, and federal law.)*

If you checked "Yes" above, please list each felony conviction and describe the circumstances of each:

Employment Desired

Position applied for _____

How did you hear of this opening? _____

Have you ever previously applied for employment here? ☐ Yes ☐ No

When? _____ Where? _____

Have you ever been previously employed by this company? ☐ Yes ☐ No

When? _____ Where? _____

Are you presently employed? ☐ Yes ☐ No

May we contact your present employer? ☐ Yes ☐ No

Do you live within daily driving distance or will you relocate to the Gillett, WI area? ☐ Yes ☐ No

Earliest Date you can start _____

Desired position _____

Desired starting salary _____

Please list applicable skills _____

Education

School Name and Location

Years

Attended

Major

Degree

High School _____

College _____

College _____

Post-College _____

Other Training _____

In addition to your work history, are there are other skills, qualifications, or experience that we should consider?

Please list any scholastic honors received and offices held in school.

Are you planning to pursue education in the future or continue your current education? ☐ Yes ☐ No

If yes, where and what courses of study?

Employment History (Start with most recent employer)

Company Name _____

Address _____ Telephone _____

Date Started _____ Starting Wage _____ Starting Position _____

Date Ended _____ Ending Wage _____ Ending Position _____

Name of Supervisor _____

May we contact? ☐ Yes ☐ No

Responsibilities _____

Reason for leaving _____

Company Name _____

Address _____ Telephone _____

Date Started _____ Starting Wage _____ Starting Position _____

Date Ended _____ Ending Wage _____ Ending Position _____

Name of Supervisor _____

May we contact? ☐ Yes ☐ No

Responsibilities _____

Reason for leaving _____

Company Name _____

Address _____ Telephone _____

Date Started _____ Starting Wage _____ Starting Position _____

Date Ended _____ Ending Wage _____ Ending Position _____

Name of Supervisor _____

May we contact? ☐ Yes ☐ No

Responsibilities _____

Reason for leaving _____

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May we contact? ☐ Yes ☐ No

Responsibilities _____

Reason for leaving _____

Company Name _____

Address _____ Telephone _____

Date Started _____ Starting Wage _____ Starting Position _____

Date Ended _____ Ending Wage _____ Ending Position _____

Name of Supervisor _____

May we contact? ☐ Yes ☐ No

Responsibilities _____

Reason for leaving _____

References

List three personal references, not related to you, who have known you for more than one year.

Name _____ Phone _____ Years Known _____

Address _____

Name _____ Phone _____ Years Known _____

Address _____

Name _____ Phone _____ Years Known _____

Address _____

Emergency Contact

In case of emergency, please notify:

Name _____ Phone _____ Relationship _____

Address _____

Name _____ Phone _____ Relationship _____

Address _____

Please Read Before Signing:

I certify that all information provided by me on this application is true and complete to the best of my knowledge and that I have withheld nothing that, if disclosed, would alter the integrity of this application.

I authorize my previous employers, schools, or persons listed as references to give any information regarding employment or educational record. I agree that this company and my previous employers will not be held liable in any respect if a job offer is not extended, or is withdrawn, or employment is terminated because of false statements, omissions, or answers made by myself on this application. In the event of any employment with this company, I will comply with all rules and regulations as set by the company in any communication distributed to the employees.

In compliance with the Immigration Reform and Control Act of 1986, I understand that I am required to provide approved documentation to the company that verifies my right to work in the United States. I have received from the company a list of the approved documents that are required.

I acknowledge and understand that this company is an “at will” employer. Therefore, any employee (regular, temporary, or other type of category employee) may resign at any time, just as this company may terminate the employment relationship with any employee at any time, with or without cause, with or without notice to the other party.

I hereby acknowledge that I have read and understand the above statements.

Signature _____ Date _____