

DEWAARD AND BODE

Employment Application

APPLICANT INFORMATION

We consider applications for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, the presence of a non-job-related medical condition or handicap, or any other legally protected status.

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

Last Name		First		M.I.		Date	
Street Address				Apartment/Unit #			
City			State			ZIP	
Phone			E-mail Address				
Date Available					Desired Salary		
Position Applied for							
Are you a citizen of the United States?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If no, are you authorized to work in the U.S.?	YES <input type="checkbox"/>	NO <input type="checkbox"/>		
Have you ever filed an application with us before?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If you are under 18 years of age, can you provide required proof of your eligibility to work?	YES <input type="checkbox"/>	NO <input type="checkbox"/>		
Have you ever been employed with us before?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If so, when?				
Have you ever been convicted of a felony within the last 7 years?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, explain				
Are you currently employed?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Do any of your friends or relatives work here?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, please identify:	

EDUCATION

High School		Location				
From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree	
College			Location			
From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree	
Other			Location			
From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree	

REFERENCES

Please give three references who are not related to your and are not previous employers.

1. Full Name		Relationship				
Company			Phone	()		
Address						
2. Full Name			Relationship			
Company			Phone	()		
Address						

REFERENCES CONTINUED			
3. Full Name		Relationship	
Company	Phone		()
Address			
PREVIOUS EMPLOYMENT			
Start with your present or last job. Include any job-related or volunteer experience. You may exclude organizations which indicate race, color, religion, gender, national origin, handicap or other protected status.			
Company		Phone ()	
Address		Supervisor	
Job Title		Starting Salary \$	Ending Salary \$
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			
Company		Phone ()	
Address		Supervisor	
Job Title		Starting Salary \$	Ending Salary \$
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			
Company		Phone ()	
Address		Supervisor	
Job Title		Starting Salary \$	Ending Salary \$
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			
MILITARY SERVICE			
Branch		From To	
Rank at Discharge		Type of Discharge	
If other than honorable, explain			
HOW DID YOU HEAR ABOUT US? Advertisement <input type="checkbox"/> Employment Agency <input type="checkbox"/> Friend/Relative <input type="checkbox"/> Walk-In <input type="checkbox"/> Other ____ <input type="checkbox"/>			

ADDITIONAL INFORMATION

Describe any specialized training, apprenticeship, skills, extra-curricular activities, honors or any other additional information you feel may be helpful to us in considering your application. Please include any professional, trade, business or civil activities and offices held.

LANGUAGE ABILITY

List those you could use in work

	Fluent	Good	Fair
Speak			
Read			
Write			

DISCLAIMER AND SIGNATURE

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

I authorize 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 beyond this time period should inquire as to whether or not applications are being accepted at that time.

I hereby 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 authorized 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

Date