



Application for Employment

We are an equal opportunity employer, dedicated to a policy of non-discrimination in employment on any basis including race, color, age, sex, religion, handicap or national origin.

Personal Information Date _____

Name _____

Present Address _____

Phone # _____ Are you 18 yrs of age or older? yes no

Referred By _____

Employment Desired

Position _____ Date you can start _____

Are you currently employed? yes no Desired Salary _____

May we contact your present employer? yes no

Have you applied to this company before? yes no

Do you presently smoke cigarettes or use tobacco products? yes no

Have you ever been convicted of a felony? yes no

If yes explain: _____

Do you have a valid Texas driver's license? yes no, DL# _____

Education

Name/Location of school

Last yr Completed

Did You Graduate?

Subjects Studied & Degree(s) Received

	Name/Location of school	Last yr Completed	Did You Graduate?	Subjects Studied & Degree(s) Received
High School				
College				
Trade, Business, Correspondence School				

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General

Subjects of special study or research work _____

Job related skills (typing, driver's license, computer skills, etc) _____

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Former Employers

(list below you last four employers, starting with the last one first)

Date Month and Year	Name and address of employer	Starting Salary	Position	Reason for leaving

.....

References

list below three persons not related to you, whom you have known at least one year

Name	Address	Phone Number	Years Acquainted

If you are to be hired by the company, you will be required to attest to your identity and employment eligibility, and to present documents confirming your identity and employment eligibility. You cannot be hired if you cannot comply with these requirements.

Authorization

I certify that the facts contained in this application (and accompanying resume, if any) are true and complete to the best of my knowledge. I understand that any false statement, omission, or misrepresentation on this application is sufficient cause for refusal to hire, or dismissal if I have been employed, no matter when discovered by the company.

I understand that any employment is conditioned on a background check. I authorize the Company to thoroughly investigate all statements contained in my application or resume, and I authorize my former employers and reference to disclose information regarding my former employment, character and general reputation to the Company, without giving me prior notice of such disclosure. In addition, I release the Company, any former employers and all references listed above from any and all claims, demands or liabilities arising out of or related to such investigation or disclosure.

I understand and agree that nothing contained in this application, or conveyed during any interview, is intended to create an employment contract. I further understand and agree that if I am hired, my employment will be "at will" and without fixed terms, and may be terminated at any time, with or without cause and without prior notice, at the option of either myself or the Company. No promises regarding employment have been made to me and I understand that no such promise or guarantee is binding upon the Company unless made in writing. I also understand that the first 90-days will be considered a trial period and that I may be terminated without cause anytime during that 90-day period.

If I am employed, I agree to an exit interview at time of resignation or termination, with or without cause, if exit interview is desired by management.

If I am offered employment I agree to submit to a medical examination and drug test before starting work. If employed, I also agree to submit medical examination or drug test at any time deemed appropriate by the Company and as permitted by law. I consent such examinations and tests, and I request that the examining doctor disclose to the Company the results of the examination, which results shall remain confidential and segregated from my personnel file. I understand that my employment or continued employment, to the extent permitted by law, is contingent upon satisfactory medical examinations and drug test, and if hired a condition of my employment will be that I abide by the Company's Drug and Alcohol Policy.

I understand that filling out this form does not indicate there is a position open and does not obligate the Company to hire. If hired, I agree to abide by all Company work rules, policies and procedures. The Company retains the right to revise its policy or procedures, in whole or in part, at any time.

Date _____ Signature _____