



4 application employment

EDUCATION

High School Name: _____

High School Address: _____

Did you graduate? yes no If no, last grade completed: _____ G.E.D. Obtained? yes no G.P.A.: _____

College Name: _____

College Address: _____

Please initial here to certify that your college degree was earned through the actual completion of college level course work and conferred by an accredited college or university _____

Did you graduate? yes no If no, number of hours completed: _____ G.P.A.: _____

Degree: _____ Major: _____ Minor: _____

If attending, date of graduation: _____ Other Education: _____

Awards, Honors, Leadership Roles: _____

License(s), including the state of issue and number: _____

GENERAL EMPLOYMENT INFORMATION

1. List all the equipment you have experience and training: (Examples: cash register, small tools, forklift, word processor, calculator, computers, etc.) _____

2. Are you willing to relocate? yes no If yes, state location preferred: _____

3. Salary Expected: \$ _____ annually or \$ _____ per hour. Hours you are available per week? _____ No preference

4. Type of employment sought: regular full time regular part time temporary seasonal as needed

5. Which of the following are you available: **Days:** yes no **Nights:** yes no **Weekends:** yes no **Holidays:** yes no

6. Indicate hours you are available to work on the following days (or check Anytime, if you have no restrictions):

Monday:	Tuesday:	Wednesday:	Thursday:	Friday:	Saturday:	Sunday:
_____ to _____	_____ to _____	_____ to _____	_____ to _____	_____ to _____	_____ to _____	_____ to _____
<input type="checkbox"/> Anytime	<input type="checkbox"/> Anytime	<input type="checkbox"/> Anytime	<input type="checkbox"/> Anytime	<input type="checkbox"/> Anytime	<input type="checkbox"/> Anytime	<input type="checkbox"/> Anytime

7. Are you able and willing to perform the functions of the job for which you are applying, including travel, if necessary?

yes no unsure • If no, indicate reason: need different hours need different days need training change in duties

other (explain accommodation needed): _____

8. Are you currently under a non-compete or non-solicit agreement that will prevent you from working for any business in our industry?

yes no • If yes, please explain and list the date the agreement expires: _____



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EXPERIENCE:

List below all present and past employment, beginning with your most recent employer

1. Employer: _____ Address: _____
 Type of Business: _____ City, State, Zip: _____
 Job Title: _____ Supervisor: _____
 Dates Employed: _____ to: _____ For Job Reference, contact: _____
 Reason for Leaving: Quit Discharge Retired Reference Phone: _____
 Laid Off Why? _____ Reference Email: _____
 Please do not contact this employer. Why not? _____

2. Employer: _____ Address: _____
 Type of Business: _____ City, State, Zip: _____
 Job Title: _____ Supervisor: _____
 Dates Employed: _____ to: _____ For Job Reference, contact: _____
 Reason for Leaving: Quit Discharge Retired Reference Phone: _____
 Laid Off Why? _____ Reference Email: _____
 Please do not contact this employer. Why not? _____

3. Employer: _____ Address: _____
 Type of Business: _____ City, State, Zip: _____
 Job Title: _____ Supervisor: _____
 Dates Employed: _____ to: _____ For Job Reference, contact: _____
 Reason for Leaving: Quit Discharge Retired Reference Phone: _____
 Laid Off Why? _____ Reference Email: _____
 Please do not contact this employer. Why not? _____

For more space for other relevant employment history, please use the additional comments section on page 4, or the back of this page.

In the following space, please describe your strengths, talents and how our company will benefit from your work here. _____



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Please list the name, address and contact information of three references who can attest to your knowledge, skill and ability to perform the work for which you are applying. We are seeking business related references, not personal references.

Name: _____ Phone: _____ Email: _____

Employer: _____ Location: _____ Position: _____

Name: _____ Phone: _____ Email: _____

Employer: _____ Location: _____ Position: _____

Name: _____ Phone: _____ Email: _____

Employer: _____ Location: _____ Position: _____

ADDITIONAL COMMENTS -----

CONDITIONS OF EMPLOYMENT -----

- I. *The facts as stated on this application are true and correct. I understand that, if employed, false statements on this application may cause my immediate dismissal.*
- II. *I authorize such background and personal reports as deemed necessary to verify that the information I have supplied is true and accurate and to determine my fitness for this job and hold harmless those who have the responsibility to develop such a report. A copy of this authorization is as valid as the original.*
- III. *I understand that I may be required to work overtime as a condition of being employed.*
- IV. *In consideration of my employment, I agree to conform to the rules and regulations for employees. I understand I am an employee at will, and that this application is not a contract of employment with Warehouse One, Inc., and that my employment and compensation can be terminated, with or without cause, at anytime, at the option of either Warehouse One, Inc., or me. I understand that no representative of Warehouse One, Inc., has any authority to enter into any verbal agreement for employment for any specified period of time or to make any agreement contrary to the foregoing and that no document, policy or practice of Warehouse One, Inc., may change the foregoing unless it is expressly titled "Employment Agreement" and signed by both myself and an officer of Warehouse One, Inc.*
- V. *I understand that I may be required to submit to a pre-employment, and post-employment test for fitness and/or substance abuse, if not prohibited by law.*
- VI. *Upon separation of employment, I authorize Warehouse One, Inc. to withhold from my final pay check any monies owed by me (if not prohibited by law) for equipment, loans, products, services, uniformed unreturned, benefits advanced that I have not earned, materials or other assets in my possession not promptly returned or repaid as agreed.*

Signature of Applicant: _____ **Date:** _____