

Carolina Pick-N-Pull

Application for Employment

Candidate's Name: _____ Date: _____

Address: _____

Telephone Number: _____ Email Address: _____

Are you 18 years of age or older?

Yes No

Are you either a U.S. citizen or an alien authorized to work in the U.S.?

Yes No

Have you ever worked or attended school under another name? If so, under what name?

Position Desired

Position: _____ Start date available: _____

How did you learn about this opening? _____

Wage rate desired: \$ _____ Hourly Monthly Annually

Do you prefer: Full-time Part-time Hours you are available to work: _____

Are you able to work: Weekends Holidays Nights Overtime

Days of the week available:

Monday Tuesday Wednesday Thursday Friday Saturday Sunday

Have you previously worked for Carolina Pick-N-Pull? Yes No

If yes, dates of employment with Carolina Pick-N-Pull: from _____ to _____

Reason(s) for leaving: _____

Former supervisor(s) at this company: _____ Location: _____

Education

High School:	Graduated? Yes No	Course of Study:
Technical School:	Graduated? Yes No	Course of Study:
College/University:	Graduated? Yes No	Course of Study:
Post-Graduate Education:	Graduated? Yes No	Course of Study:
Other education, training or special skills (include tools and equipment):		

Skills

Typing speed (WPM): _____

Are you experienced in using personal computers? Yes No PC Mac

Please list any software packages you have experience with:

Work Experience

Please list all previous employment, beginning with the most recent. If you need more room, you may attach another sheet of paper.			
Employer:		Address:	
From	To	Position Held:	Reason for Leaving:
Supervisor's Name & Title:			May we contact? Yes No Phone Number:
Description of Duties:			
Starting Compensation:		Final Compensation:	

Employer:		Address:	
From	To	Position Held:	Reason for Leaving:
Supervisor's Name & Title:			May we contact? Yes No
			Phone Number:
Description of Duties:			
Starting Compensation:		Final Compensation:	

References

Identify at least three persons who know your work, beginning with the most recent.

Name: _____ Phone Number: _____ Email: _____

Address: _____ City, State, Zip: _____

Position or Title: _____ Years Known: _____

Name: _____ Phone Number: _____ Email: _____

Address: _____ City, State, Zip: _____

Position or Title: _____ Years Known: _____

Name: _____ Phone Number: _____ Email: _____

Address: _____ City, State, Zip: _____

Position or Title: _____ Years Known: _____

Do you have any felony or misdemeanor convictions other than traffic violations?

_____ Yes _____ No If yes, give dates and details: _____

AUTHORIZATION AND ACKNOWLEDGEMENTS

I affirm that the information I have provided in this application is true to the best of my knowledge, information and belief, and I have not knowingly withheld any information requested. I understand that withholding or misstating any information requested in this application is grounds for rejection of my application, and that providing false or misleading information in this application is grounds for discharge.

I authorize the company to verify my references, record of employment, education record, and any other information I have provided. Unless otherwise noted, I authorize the references I have listed to disclose any information related to my work record and my professional experiences with them, without giving me prior notice of such disclosure. In addition, I release the company, my former employers and all other persons and entities, from any and all claims, demands or liabilities arising out of or in any way related to such inquiry or disclosure.

I also understand that as a prerequisite to being employed by Carolina Pick-N-Pull I will be required to take a drug screening test by way of urinalysis or blood analysis performed by a physician designated by Carolina Pick-N-Pull. Employment is contingent upon the drug screening analysis revealing that I am drug free.

ACKNOWLEDGEMENT OF PROBATIONARY PERIOD

This is to certify that I am aware that if I am made an offer of employment and accept, for the first sixty (60) working days of my employment, I will be working for Carolina Pick-N-Pull in a probationary capacity. During this sixty (60) day probationary period, all facets of my work will be under evaluation including attendance, conduct and competence. The areas of competence that I will be rated on include judgment, organization and planning, initiative, flexibility, work standard, cooperation, and technical knowledge. I am aware that I will be eligible to receive Worker’s Compensation Insurance and that there are waiting periods for certain other benefits such as group insurance. I also understand that in the event of a Worker’s Compensation claim involving lost time, I may be required to perform another job within the work restrictions outlined by Carolina Pick-N-Pull’s doctor.

I also agree that Carolina Pick-N-Pull will not be held for any expenses incurred by me which are related to my employment with Carolina Pick-N-Pull should I be terminated for unsatisfactory performance during the probationary period.

Candidate's Signature

Date

Reviewed By Signature

Date

EMPLOYER NOTES:

If you are considering obtaining applicant or employee background checks through a third party provider, it is vitally important that you comply with the federal Fair Credit Reporting Act (FCRA). Background checks typically include a variety of information from various sources, including credit reports. The FCRA imposes a number of requirements on employers who obtain and utilize background checks, including a number of **very specific notice and disclosure requirements, which are not reflected in this sample employment application.**

Please note that your state may also have very specific requirements for conducting background checks. Some states limit or restrict the use of information gained through background checks, including arrest and conviction records as well as credit reports. Employers are strongly advised to consult a knowledgeable employment law attorney before conducting any type of background checks on applicants or current employees.