



# Application for Employment

## PERSONAL INFORMATION

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ MI \_\_\_\_\_

Address \_\_\_\_\_

Home Telephone (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Soc Sec Number \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Emergency Number (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Contact \_\_\_\_\_

E-mail \_\_\_\_\_

Other address during last five (5) years:

From: _____ To: _____	From: _____ To: _____
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State name(s) of any relative(s) in our employ and their relationship to you:

Name & Relationship To You:	Name & Relationship To You:
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How did you learn of us?

- Advertisement     
  Walk In     
  Employment Service  
 Current Employee \_\_\_\_\_     
  Other \_\_\_\_\_

Are you 18 years old or older?	<input type="checkbox"/> Yes	<input type="checkbox"/> No					
Have you ever filed an application with us before?	<input type="checkbox"/> Yes, dates: _____	<input type="checkbox"/> No					
Have you ever been employed with us before?	<input type="checkbox"/> Yes, dates: _____	<input type="checkbox"/> No					
Are you currently employed?	<input type="checkbox"/> Yes	<input type="checkbox"/> No					
May we contact your present employer?	<input type="checkbox"/> Yes	<input type="checkbox"/> No					
Are you authorized to work in the U.S.? <i>Proof of citizenship or immigration status will be required upon employment.</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No					
Which work schedule is preferred?	<input type="checkbox"/> Full-time	<input type="checkbox"/> Part-time					
Are you able to work overtime?	<input type="checkbox"/> Yes	<input type="checkbox"/> No					
What shift(s) are you available to work?	<input type="checkbox"/> 1 <sup>st</sup>	<input type="checkbox"/> 2 <sup>nd</sup>	<input type="checkbox"/> 3 <sup>rd</sup>	<input type="checkbox"/> Any			
What days of the week are you available to work?	<input type="checkbox"/> M	<input type="checkbox"/> T	<input type="checkbox"/> W	<input type="checkbox"/> Th	<input type="checkbox"/> F	<input type="checkbox"/> Sa	<input type="checkbox"/> Su
What date are you available to start work?	Date: _____						
If required, can you travel for the job?	<input type="checkbox"/> Yes			<input type="checkbox"/> No			
Have you ever been convicted of a felony within the last 5 years? (Conviction of a felony will not automatically disqualify an applicant for employment) If yes, state nature of offense, when, where and disposition:	<input type="checkbox"/> Yes			<input type="checkbox"/> No			

**Stark Truss Company, Inc. considers all applicants for employment without regard to race, color, religion, national origin, sex, age, marital or veteran status, or the presence of a non-job related condition or disability under Federal or State law. Stark Truss Company, Inc. adheres to a policy of Equal Employment Opportunity.**

## ACADEMIC INFORMATION

	Name & Address Of School	Courses of Study	Years Completed	Diploma or Degree	Grade Point Average
<b>High School</b>					
<b>Undergraduate School</b>					
<b>Graduate/ Professional</b>					
<b>Other (Specify)</b>					

## EMPLOYMENT EXPERIENCE

Last or Present Position		
Company		Phone
Address	Supervisor	
Dates Employed: from                      to	Hourly rate/salary: starting                      final	
Product Line/Services	Work Performed	
Reason for leaving or wanting to leave		



Next to Last Position		
Company		Phone
Address	Supervisor	
Dates Employed: from                      to	Hourly rate/salary: starting                      final	
Product Line/Services	Work Performed	
Reason for leaving or wanting to leave		



Next to Last Position		
Company		Phone
Address	Supervisor	
Dates Employed: from                      to	Hourly rate/salary: starting                      final	
Product Line/Services	Work Performed	
Reason for leaving or wanting to leave		

**GENERAL INFORMATION**

Special Skills: (i.e. bi-lingual, special language skills, training, etc.)

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Activities: (list extracurricular activities and/or offices held that may relate to the position for which you're applying)

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Explain how your talents will benefit Stark Truss Company, Inc. in the position you are applying for.

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In your present or last position, what are your standards of success in your job? What have you done to meet these standards?

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In the last year, what do you consider the most important contribution you have made to your department or organization? What was your role?

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What are some of the most imaginative or innovative things you have done in your present or last position?

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**REFERENCES:** Give the name, address, and telephone number of two (2) references who are not related to you and are not previous employers.

Name	Address	Phone

**APPLICANT STATEMENT**

I hereby certify that the information provided on this application is true and complete to the best of my knowledge. I also agree that any falsified information or significant omissions may disqualify me from further consideration for employment and may result in an immediate discharge if discovered at a later date.

I authorize a thorough investigation of my past employment, references and activities and agree to cooperate in such investigation and release from all liability or responsibility all persons and corporations requesting or supplying information. A copy of this application on which my signature appears shall be effective for the release of the information requested herein.

I agree not to disclose or permit disclosure of any financial or proprietary information or trade secrets of Stark Truss Company, Inc. that may be learned during the course of my application and/or employment.

I understand that if employed, my employment with Stark Truss Company, Inc. will be "at-will", and that either I or Stark Truss Company, Inc. may terminate my employment at any time for any reason or no reason. I acknowledge that I do not rely and have not relied on any representation or statements made by the company or any of its agents, representatives, supervisors or managers, whether oral or otherwise, that are inconsistent with or differ in any way from the statements presented in this application. In consideration of my employment, I agree to conform to the rules and policies of the company and understand that no supervisor or representative of the company has any authority to enter into any agreement or assurances contrary to the company's policies. I also understand that this application is not a contract of employment.

**Alcohol and Drug Abuse Statement**

Stark Truss Company, Inc. is committed to providing its employees with a safe work environment and promoting the highest standards of employee health and productivity. Consistent with these commitments, Stark Truss has established an Alcohol and Drug Abuse Policy. Our goal is to establish and maintain a work environment that is free from the effects of alcohol and drug use and abuse. I understand that all employees at the Stark Truss Company, Inc. plant locations will be subject to random drug screening throughout the first year of employment.

I also certify that as a candidate for employment with Stark Truss Company Inc., subsidiaries, and affiliated companies, I have read the Alcohol and Drug Abuse Statement.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

**FOR OFFICE USE ONLY**

Has a hiring manager reviewed this application?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Date:	Time:	
Has the applicant been interviewed?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Date:	Time:	
Position applying:	<input type="checkbox"/> Production	<input type="checkbox"/> Maintenance	<input type="checkbox"/> Shipping / Receiving	<input type="checkbox"/> Office	<input type="checkbox"/> Minor Labor