



APPLICATION FOR EMPLOYMENT
An Equal Opportunity Employer

Position applying for: _____

Please answer all questions. Resumes are not accepted in lieu of completion of this application. Note: This application was designed to use with several types of job positions. Some questions may not be completely applicable to the job/position you are seeking; however, we ask that you answer all questions.

 Last Name First Middle Initial Social Security

 Present Address Street City/State/ZIP Telephone Number

Only U.S. citizens or aliens who have a legal right to work in the U.S. are eligible for employment. Can you, upon employment, submit documentation verifying your legal right to work in the U.S. and your identity? Yes No

Have you ever been convicted of a felony? Yes No If yes, give dates and explain. (Attach separate paper if necessary.) A conviction does not automatically mean you will not be hired. The basis for your conviction and how long ago are important. Give all of the facts so that an informed decision can be made.

Are you 18 years of age or over? Yes No Date available for employment: _____

Is there anything that would prevent you from performing in a reasonable and safe manner, the activities involved in the position in which you have applied? Yes No If yes, please explain: _____

EDUCATIONAL DATA

School	Print Name, Number and Street, City, State and Zip Code for Each School	No. of Yrs. Completed	Degree	Major Course of Study
High School				
College				
Graduate School				
Trade, Bus., Night or Correspondence				

Special Skills: List any job-related skills or qualifications that support your application.

Honors received: _____

In order to permit a check of your work and educational records, should we be aware of any change of name or assumed name that you previously used? Yes No If yes, Identify Names and relevant dates.

 Have you had prior educational experience which relates to the job for which you are applying?

Yes No If yes, describe: _____

EMPLOYMENT EXPERIENCE

LIST ALL FORMER JOBS (most recent job first) Account for all time periods including unemployment, self-employment and military service. Attach separate sheet(s), if necessary.

Employer	Dates Employee		Immediate supervisor
	From	To	
Address			
Job Title	Hourly Rate/Salary		Telephone No.
	Starting	Final	
Work Performed			
Reason for Leaving			

Employer	Dates Employed		Immediate supervisor
	From	To	
Address			
Job Title	Hourly Rate/Salary		Telephone No.
	Starting	Final	
Work Performed			
Reason for Leaving			

Employer	Dates Employed		Immediate supervisor
	From	To	
Address			
Job Title	Hourly Rate/Salary		Telephone No.
	Starting	Final	
Work Performed			
Reason for Leaving			

Employer	Dates Employed		Immediate supervisor
	From	To	
Address			
Job Title	Hourly Rate/Salary		Telephone No.
	Starting	Final	
Work Performed			
Reason for Leaving			

EMPLOYMENT HISTORY

Please list reason for any lapse of employment. _____

Have you ever been dismissed or forced to resign from an employment? Yes No If yes, please explain.

May we contact your present employer? Yes No Previous employers? Yes No

Please identify any exceptions and reasons for not contacting present or prior employers. _____

Do you have a valid driver's license? Yes No State Issued: _____ License Number: _____

Do you have a reliable means of transportation? Yes No

Will you work overtime if asked? Yes No

Would you work nights? Yes No Would you work weekends? Yes No

Are there any hours, shifts or days you will not work? Yes No If yes, explain. _____

Do you have any friends or relatives who work here? Yes No

Name: _____ Relationship: _____

Name: _____ Relationship: _____

Have you filed an application here before? Yes No If yes, give date. _____

Have you ever been employed here before? Yes No If yes, give dates. _____

REFERENCES

List three persons, not relatives or former employers, whom you have known at least one year.

NAME	ADDRESS AND TELEPHONE	OCCUPATION

NOTICE TO APPLICANTS: This company complies with the Americans with Disabilities Act of 1990. During the interview process, you may be asked questions concerning your ability to perform job-related functions. If you are given a conditional offer of employment, you may be required to complete a post-job offer medical history questionnaire and undergo a medical examination. All entering employees in the same job category will be subject to the same medical questionnaire and examination, and all information will be kept confidential and in separate files.

APPLICANT'S STATEMENT

I certify that the answers given herein are true and complete to the best of my knowledge. I authorize the investigation of all matters contained in this application and hereby give permission to contact schools, previous employers, references, and others in order to verify the facts and information furnished with regard to my character and qualifications, and hereby release and indemnify this company from any claims or liability as a result of such contact. I also hereby release employers, schools, and other persons from all liability in responding to inquiries in connection with this application. I understand that misrepresentations, omissions of facts or incomplete information requested in this application may remove me from further consideration for employment. In addition, if employed, any misrepresentations or omissions of facts called for in this application will be cause for dismissal at any time without any previous notice.

Applicants accepted for employment should clearly understand that while we make every effort to provide steady, continuous work, we have no employment contracts, and we cannot guarantee the permanencies of any position. Job tenure can be affected by many factors including business/economic conditions, changes in laws or employee policies, conformity to our work rules, job performance, etc. and, of course, employees may elect to leave on their own accord to seek other jobs.

If I am offered and accept employment with the aforementioned company, I understand that my employment is for no specific term and may be terminated by myself or the employer with or without notice or cause at any time. I further understand that an oral promise, policy, custom, business practice or other procedure (including any employee handbook or any personnel manuals) does not constitute an employment contract or modification of the at-will employment relationship between myself and this employer.

The contents of any employee handbook or personnel manuals are subject to change or modification, without notice.

Signature: _____ Date: _____

This company is an equal employment opportunity employer. We adhere to a policy of making employment decisions without regard to race, color, age, sex, religion, national origin, disability, sexual orientation, or marital status. We assure you that your opportunity for employment with us depends solely upon your qualifications.

PLEASE MAIL to:
VORK MOTOR TRANSPORT/JGS
711 Business Parkway
Carlisle, OH 45005