

Company Name _____

Position applied for _____

Date _____

APPLICATION FOR EMPLOYMENT

West River Conveyors & Machinery Company is an Equal Opportunity Employer.

NOTE: All statements made by applicants for employment on this application form will be carefully checked for accuracy. We offer equal employment opportunities to all persons without regard to race, religion, age, sex, national origin, or handicap. The use of this form does not mean there are positions open and does not obligate us in any way. This application will remain on active file for a period of ___ months from date of application.

Personal Information

Name (Print) _____ Home or Nearest Phone _____
 Last First Middle

Present Address _____
 _____ If at present address less than one year,
 City State Zip

Please give Previous Address _____ Social Security Number ____/____/____

Are you over the age of 18? Yes No If no, employment is subject to verification that you are of minimum legal age.

What languages can you read, speak and write fluently? _____

Are you a citizen of the United States? Yes No If not a U.S. citizen, can you provide Form 1-151 for Form 1-94 as proof that you can legally be employed in the United States? Yes No

Do you now have a valid driver's license or operator's license? Yes No If so, what is the expiration date? _____
 What is your license number? _____ What is the state of issue? _____

Positions applied for _____ How soon could you report to work? _____

Type of employment Full Time Part Time Temporary Rate of pay expected _____

Can you work either day or evening shifts? _____

What days and hours if part time? Days _____ Hours _____
 From ()AM ()PM To ()AM ()PM

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EDUCATION

Type of School	Name and Address of School	Courses Majored in	Check last year completed				Graduate? Give Degrees	
Elementary			5	6	7	8		
High School			1	2	3	4	<input type="radio"/> Yes <input type="radio"/> No	
College			1	2	3	4	<input type="radio"/> Yes <input type="radio"/> No	

EMPLOYMENT HISTORY

Have you applied for a job with us before? Yes No Have you worked for us before? Yes No

How did you come to apply? Employee Referral Former Employee High School Recruitment College Recruitment
 Newspaper Ad Walk-in Other: _____

Have you ever been discharged or requested to resign from a position? Yes No
 If so, please explain. _____

Does present employer know you plan employment change? Yes No
 Why do you desire to make a change? _____

Have you ever held a position of trust (handling money or confidential material)? Yes No

How much time have you lost from work during this past year? _____

For Job Applicant's Use

If any questions answered yes, give details in this space:

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OCCUPATIONAL TRAINING

From	To	Type of Training - where	Completed

Certifications or Occupational Qualifications:	Certification #:	Years Experience:
1.		
2.		
3.		

Skills that you possess that make you a good candidate for this position?

1. Name, Address & Phone of Most Recent Employer: _____ _____ _____ Immediate Supervisor (Name & Position): _____ Date Hired: _____ Starting Rate: _____ Job Title & Position: _____ Date Left: _____ Last Rate: _____
2. Name, Address & Phone of Most Recent Employer: _____ _____ _____ Immediate Supervisor (Name & Position): _____ Date Hired: _____ Starting Rate: _____ Job Title & Position: _____ Date Left: _____ Last Rate: _____
3. Name, Address & Phone of Most Recent Employer: _____ _____ _____ Immediate Supervisor (Name & Position): _____ Date Hired: _____ Starting Rate: _____ Job Title & Position: _____ Date Left: _____ Last Rate: _____
4. Name, Address & Phone of Most Recent Employer: _____ _____ _____ Immediate Supervisor (Name & Position): _____ Date Hired: _____ Starting Rate: _____ Job Title & Position: _____ Date Left: _____ Last Rate: _____

REFERENCES (Do not list relatives or former employers)

Name: _____	Phone: _____	Occupation: _____
Name: _____	Phone: _____	Occupation: _____
Name: _____	Phone: _____	Occupation: _____

Have you served in the U.S. Armed Forces? <input type="radio"/> Yes <input type="radio"/> No	If yes, M/YYYY active duty started: _____
Which service? _____	What branch of that service? _____
Starting Rank? _____	Final Rank? _____
What were your duties? _____	_____

JOB APPLICANT'S AGREEMENT AND CERTIFICATION

"I certify that the information given by me in this application is true in all respects, and I agree that if employed and it is found to be false in any way that I may be subject to dismissal without notice, if and when discovered. I authorized the use of any information in this application to verify my statements, and I authorized the past employers, doctors, all references, and any other persons to answer all questions asked concerning my ability, character, reputation, and previous employment record. I release all such persons from any liability or damages on account of having furnished such information. I further agree, if employed, that I am to work faithfully and diligently, to be careful and avoid accidents, to come to work promptly, and I am not be absent for any reason without prior notice to my supervisor, and that employment is terminable at the will of either the employee or employer."

"I agree to be employed on a 90 calendar day probationary period and that I may be dismissed at any time during this period at the discretion of the employer. I agree to submit to a physical examination whenever requested and, if employed, I agree to observe all present and subsequently issued personnel policies and rules. These rules and policies are intended to guide the organization in its relationship with its employees. It is not a contract of employment, and I do not construe it as such. Policies and rules which are issued are not conditions of employment. I understand that the employer may revise policies or procedures, in whole or in part, at any time, with or without notice."

Signature: _____ **Date:** _____