



Employment Application

Conditions of employment and disclaimers are stated at the end of this form. Please read carefully before you sign this application.

If because of a disability you need accommodation in order to complete this application, or any part of the selection process, please notify the Human Resources Department.

A completed application is required even if you are attaching a resume. If an item requested does not apply to you, do not leave it blank. Write N/A in the space.

Any misstatements, misrepresentations, or omissions by you may be cause for disqualification from employment consideration or, if hired, disciplinary action up to and including termination regardless of date of discovery.

PRINT or TYPE all information so that it is legible.

APPLICANT INFORMATION					
Last Name		First		M.I.	Date
Street Address				Apartment/Unit #	
City		State		ZIP	
Phone		E-mail Address			
Date Available		Social Security No.		Desired Salary	
Position Applied for					
Are you authorized to work in the U.S.?		YES <input type="checkbox"/>	NO <input type="checkbox"/>		
Have you ever worked for this company?		YES <input type="checkbox"/>	NO <input type="checkbox"/>	If so, when?	
Have you ever been convicted of a felony?		YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, explain	

A CONVICTION RECORD WILL NOT NECESSARILY BE A BAR TO EMPLOYMENT. FACTORS SUCH AS JOB RELATIONSHIP, AGE AT TIME OF THE OFFENSE, SERIOUSNESS AND NATURE OF THE OFFENSE AND REHABILITATION WILL BE TAKEN INTO ACCOUNT.

EDUCATION		
High School or GED		Address
Did you graduate?	YES <input type="checkbox"/> NO <input type="checkbox"/>	Degree
College		Address
Did you graduate?	YES <input type="checkbox"/> NO <input type="checkbox"/>	Degree
Other		Address
Did you graduate?	YES <input type="checkbox"/> NO <input type="checkbox"/>	Degree

REFERENCES PLEASE LIST THREE PROFESSIONAL REFERENCES.

Full Name		Relationship
Company		Phone ()
Address		
Full Name		Relationship
Company		Phone ()
Address		

Full Name		Relationship	
Company		Phone ()	
Address			
PREVIOUS EMPLOYMENT			
Company		Phone ()	
Address		Supervisor	
Job Title	Starting Salary	\$	Ending Salary \$
Responsibilities			
From	To	Reason for Leaving	
Company		Phone ()	
Address		Supervisor	
Job Title	Starting Salary	\$	Ending Salary \$
Responsibilities			
From	To	Reason for Leaving	
Company		Phone ()	
Address		Supervisor	
Job Title	Starting Salary	\$	Ending Salary \$
Responsibilities			
From	To	Reason for Leaving	
May we contact your current and previous supervisors for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			
DISCLAIMER AND SIGNATURE			
<p>I understand that this application does not create an employment contract.</p> <p>It is the policy of the company to afford equal opportunity to all employees and applicants for employment without regard to age, race, religion, color, sex, national origin, marital status, change in marital status, disability (if the essential functions of the job can be performed with or without an accommodation), parenthood, pregnancy, membership in the U.S. Uniformed Services and any and other characteristic protected by Federal, State or Local law.</p> <p>I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. I understand that, in connection with the routine processing of my employment application, the Company may request from a consumer reporting agency an investigative consumer report including information as to my credit records, character, general reputation, personal characteristics, and mode of living. Upon written request from me, the Company, will provide me with additional information concerning the nature and scope of any such report requested by it, as required by the Fair Credit Reporting Act</p> <p>I hereby understand and acknowledge that, unless otherwise defined by applicable law, my employment relationship with Colville, Inc is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization.</p> <p>I understand that Coleville, Inc. has a drug and alcohol policy that provides for pre-employment testing and that consent to and compliance with this policy is a condition of my employment.</p> <p>I certify that my answers are true and complete to the best of my knowledge.</p>			
Signature		Date	