

APPLICATION FOR EMPLOYMENT

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

All applicants will be considered without regard to age, color, national origin, religion, mental or physical disability, marital status, race, sex or other protected status in accordance with applicable federal and state equal employment opportunity laws.

Last Name: _____ First Name: _____ Middle Name: _____

Address: _____ City: _____ State: _____ Zip: _____

Telephone Number: _____ Social Security Number: _____

Position Applied For: _____

Date of Application: _____

- If you are under 18 years of age, can you provide required proof of your eligibility to work? Yes No
- Have you ever been employed with us before? Yes No
 - If yes, give date _____
- Are you currently employed? Yes No
- May we contact your present employer? Yes No
- On what date are you available to work? _____
- Are you available to work:
 - Full Time Part Time Shift Work Temporary
- Are you currently on "lay-off" status and subject to recall? Yes No
- Can you travel if a job requires it? Yes No
- Have you been convicted of a felony? Yes No
(Conviction will not necessarily disqualify an applicant from employment.)
 - If yes, please explain _____
- If hired, can you furnish proof that you are legally entitled to work in the USA? Yes No
- Wages desired? _____
- Do you have a valid driver's license? Yes No
- Do you have current car insurance? Yes No
- Can you perform the essential functions of the job(s) for which you are applying? Yes No

EDUCATION

	Elementary School	High School	Undergraduate College/University	Graduate/Professional
School Name and Location				
Years Completed	4 5 6 7 8	9 10 11 12	1 2 3 4	1 2 3 4
Diploma/Degree				
Describe Course of Study				
Describe any specialized training, apprenticeship, skills and extra-curricular activities				
Describe any honors you have received				
State any additional information you feel may be helpful to us in considering your application				

List professional, trade, business or civic activities and offices held.

(You may exclude leaderships which would reveal sex, race, religion, national origin, age ancestry, disability or other protected status.)

References

List 3 non-relatives who are familiar with your qualifications and actual work history and ability.

	<u>Name</u>	<u>Occupation/Relationship</u>	<u>Years Known</u>	<u>Telephone</u>
1.	_____			
2.	_____			
3.	_____			

Employment Experiences

Start with your present or last job. Include any job related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, disability, or other protected status.

Employer: _____ Employed from _____ to _____ (month/year)

Address: _____ Telephone No.: _____

Job Title: _____ Supervisor Name: _____

Job Responsibilities: _____

Reason for leaving - _____

Ending Salary: _____ May we contact this employer? Yes / No (circle one)

Employer: _____ Employed from _____ to _____ (month/year)

Address: _____ Telephone No.: _____

Job Title: _____ Supervisor Name: _____

Job Responsibilities: _____

Reason for leaving - _____

Ending Salary: _____ May we contact this employer? Yes / No (circle one)

Employer: _____ Employed from _____ to _____ (month/year)

Address: _____ Telephone No.: _____

Job Title: _____ Supervisor Name: _____

Job Responsibilities: _____

Reason for leaving - _____

Ending Salary: _____ May we contact this employer? Yes / No (circle one)

Employer: _____ Employed from _____ to _____ (month/year)

Address: _____ Telephone No.: _____

Job Title: _____ Supervisor Name: _____

Job Responsibilities: _____

Reason for leaving - _____

Ending Salary: _____ May we contact this employer? Yes / No (circle one)

(If you need additional space, please continue on a separate sheet of paper.)

Special Skills and Qualifications

Summarize special job-related skills and qualifications acquired from employment or other experience.

Applicant's Statement

Please read carefully, initial each paragraph and sign below

_____ I certify that I have answered the above questions truthfully and have not withheld any information relative to my application. I understand that any falsification, misrepresentation, or omission, as well as any misleading statements or omissions of the application information, attachments, and supporting documents generally will result in denial of employment or immediate termination, if discovered after hire.

_____ I authorize Centurion to thoroughly investigate my references, work record, education, and other matters related to my suitability for employment, and further authorize the references I have listed to disclose to the company any and all letters, reports, and other information related to my work records, without giving me prior notice of such disclosure. In addition, I release Centurion my former employers and all other persons, corporations, partnerships and associations from any and all claims, demands, or liabilities arising out of or in any way related to such investigation or disclosure.

_____ I authorize Centurion to investigate whether I have a criminal record of convictions, and, if so, the nature of such convictions and all the surrounding circumstances of the conviction. Centurion has advised me that any criminal background check will focus on convictions, and that a criminal record will not necessarily disqualify me from employment.

_____ If hired, I recognize the rules and policies of Centurion. I understand that my employment and compensation can be terminated at any time, with or without cause, and with or without notice, at the option of Centurion or myself. I understand that the Owner of the company is the only person who will ever have the authority to create any other terms of employment and/or to enter into any employment contract and that all such contracts must be in writing and signed by both parties. However, I also understand that unless otherwise stated in an employment contract, the company may change, withdraw, and interpret other policies (including wages, hours and working conditions) as it deems appropriate.

_____ I understand and acknowledge that I may be required to submit to a physical examination, including drug test. Additionally, I hereby authorize the release of the results of such an examination to Centurion for their use in evaluating my suitability for employment. Further, I release the examining facility and Centurion from any and all liability, and from any damage that may result from the release of such information.

I acknowledge reading and understand the foregoing statements.

SIGNATURE OF APPLICANT

DATE