| P  E  R  S  O  N  A  L | **APPLICATION FOR EMPLOYMENT** | *Crown Fence Company (the “Company”) is an equal opportunity employer. Prospective employees will receive consideration without discrimination because of race, creed, color, sex, gender, gender expression, gender identity, sexual orientation, age, religion, national origin, ancestry, mental disability, physical disability, medical condition, genetic information, marital status, military and veteran status, or any other basis protected by law.* |
| --- | --- | --- |
| Last Name First Middle | Date |
| Street Address | Home Telephone |
| City, State, Zip | Business Telephone |
| Have you ever applied for employment with us?  Yes No If yes: Month and Year \_\_\_\_\_\_  Location \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| Position desired | |
| Are you available for full-time work?  Yes No If not, what hours can you work? \_\_\_\_\_\_\_\_\_\_\_\_\_ | Will you work overtime if asked?  Yes No |
| If offered employment, can you provide proof of eligibility to work in the United States? | When will you be available to begin work? |
| Other special training or skills (languages, machine operation, etc.) | |
| Have you ever been terminated or asked to resign from employment: Yes No If yes, please explain: | |
| Please provide the name and telephone number of an emergency contact: | |

| E  D  U  C  A  T  I  O  N | School | Name and Location of School | Course of Study | No. of Years Completed | Did you Graduate? | Degree or Diploma |
| --- | --- | --- | --- | --- | --- | --- |
| Graduate |  |  |  | Yes  No |  |
| College |  |  |  | Yes  No |  |
| Business/Trade/ Technical |  |  |  | Yes  No |  |
| High School |  |  |  | Yes  No |  |

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| --- |
| Membership in Professional or Civic Organizations  *(Exclude those which may disclose your race, color, religion, national origin or any other characteristic protected by law.)* |
|  |

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| --- | --- |
| EMPLOYMENT | Please give an accurate and complete full-time and part-time employment record for the last ten (10) years. Start with your present or most recent employer. Include all gaps in employment. |

| **1** | Company Name | Telephone  ( ) |
| --- | --- | --- |
| Address | Employed - (State month and year)  From To |
| Name of Supervisor | |
| State Job Title and Describe Your Work  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Reason for Leaving |

| **2** | Company Name | Telephone  ( ) |
| --- | --- | --- |
| Address | Employed - (State month and year)  From To |
| Name of Supervisor | |
| State Job Title and Describe Your Work  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Reason for Leaving |

| **3** | Company Name | Telephone  ( ) |
| --- | --- | --- |
| Address | Employed - (State month and year)  From To |
| Name of Supervisor | |
| State Job Title and Describe Your Work  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Reason for Leaving |

| **4** | Company Name | Telephone  ( ) |
| --- | --- | --- |
| Address | Employed - (State month and year)  From To |
| Name of Supervisor | |
| State Job Title and Describe Your Work  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Reason for Leaving |

| We may contact the employers listed above unless you indicate those you do not want us to contact. | | ***DO NOT CONTACT*** | |
| --- | --- | --- | --- |
| Employer Number(s) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Reason \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| **MILITARY** | Did you serve in the U.S. Armed Forces?  Yes No | | If “Yes,” in what Branch? |
| Describe any training received relevant to the position for which you are applying.  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | |

|  | What was your previous address? | How long at present address?  \_\_\_\_\_\_\_\_\_ years |
| --- | --- | --- |
| How long at previous address?  \_\_\_\_\_\_\_\_\_ years |
|  | Have you ever been bonded? Yes No  If “Yes,” with what employers? | If you are under 18 years of age, can you provide proof of eligibility to work?  Yes No Not Applicable |
|  | State names of relatives and friends working for us. | |
|  | Can you perform the essential functions of the position for which you are applying with or without reasonable accommodation(s)? Yes No | |

|  |  |
| --- | --- |
| **S**  **I**  **G**  **N**  **A**  **T**  **U**  **R**  **E** | The information provided in this Application for Employment is true, correct, and complete. If employed, any misstatement or omission of fact on this application may result in my termination.  I understand that acceptance of an offer of employment does not create a contractual obligation upon the Company to continue to employ me in the future. I understand that employment with the Company is at-will, meaning that the terms and conditions of employment may be changed with or without notice, with or without cause, including, but not limited to, termination, demotion, promotion, compensation, benefits, duties and location of work. I understand that no representative of the Company has the authority to make assurances to the contrary.  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date Signature |

**FOR EMPLOYER’S USE ONLY**

| **R**  **E**  **F**  **E**  **R**  **E**  **N**  **C**  **E**  **C**  **H**  **E**  **C**  **K** | Employer | Person Contacted | Results |
| --- | --- | --- | --- |
| 1 |  |  |
| 2 |  |  |
| 3 |  |  |
| 4 |  |  |

| **T**  **T**  **E**  **S**  **T**  **R**  **E**  **S**  **U**  **L**  **T**  **S** | Tests Administered | Raw Score | Rating | Analysis and Comments |
| --- | --- | --- | --- | --- |
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| **I**  **N**  **T**  **E**  **R**  **V**  **I**  **E**  **W** | **R**  **E**  **S**  **U**  **L**  **T**  **S** | Interviewer Name and Comments |
| --- | --- | --- |
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