



APPLICATION FOR EMPLOYMENT

Please answer all questions. Please print clearly. Resumes are not a substitute for a completed application. Applications will be considered for a maximum of sixty (60) days. If you wish to be considered for employment after that time, you must reapply.
Steinhauser is an equal opportunity employer. Applicants are considered for positions without regard to race, religion, sex, national origin, age, disability, veteran status, or any other category protected by applicable federal, state, or local laws.

PERSONAL INFORMATION (Please Print)					Date of Application:
Last Name		First Name		Middle Name	
Present Address	Number	Street	City	State	Zip

How long have you lived there? _____ / _____
 Years Months

Previous Address	Number	Street	City	State	Zip
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How long have you lived there? _____ / _____
 Years Months

Telephone Number: () _____ - _____	Alternate or Cellular Telephone Number: () _____ - _____
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Person to be notified in case of accident or emergency:

Name:	Telephone:

EMPLOYMENT DESIRED

Position(s) for which you are applying		Date you can start work
Are you employed now?		If so, may we contact your present employer?
Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>
Have you ever applied to this company before?		Have you ever worked for this company before?
Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>
Who referred you to this company?		
Are you available to work: <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time		

MISCELLANEOUS

Are you at least 18 years old?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If hired, can you furnish proof that you are eligible to work in the U.S.?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Do you have any relatives who are employed by this company?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

DRIVING INFORMATION (Complete only if driving is an essential function of the job for which you are applying)

Do you have a valid driver's license?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If you do not have a driver's license for the state in which you currently reside, why not?	_____	
Do you have personal automobile insurance?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If no, explain:	_____	
Have you ever been denied personal automobile insurance or has it ever been terminated or suspended?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes, explain:	_____	

Please list all moving traffic violations in the last five (5) years:

OFFENSE	DATE	CITY, STATE	COMMENT

EMPLOYMENT HISTORY (START WITH YOUR PRESENT EMPLOYER OR LAST JOB)

Please list the names of your present and/or previous employers in chronological order with present or last employer listed first. Account for all periods of time including any period of unemployment. If self-employed, supply the firm name and business references. You may include any verifiable work performed on a volunteer basis, internships, or military service. Your failure to completely respond to each inquiry may disqualify you for consideration from employment. Attach additional paper if necessary. **Do not reference resume.**

Employer	Dates Employed		Description of Work
	From	To	
Address			
Telephone	Supervisor's Name		
Job Title	May we contact this supervisor? Yes <input type="checkbox"/> No <input type="checkbox"/>		
Reason for leaving			

Employer	Dates Employed		Description of Work
	From	To	
Address			
Telephone	Supervisor's Name		
Job Title	May we contact this supervisor? Yes <input type="checkbox"/> No <input type="checkbox"/>		
Reason for leaving			

Employer	Dates Employed		Description of Work
	From	To	
Address			
Telephone	Supervisor's Name		
Job Title	May we contact this supervisor? Yes <input type="checkbox"/> No <input type="checkbox"/>		
Reason for leaving			

Have you ever been terminated or asked to resign from any job? Yes No If Yes, how many times? _____

Has your employment ever been terminated by mutual agreement? Yes No If Yes, how many times? _____

Have you ever been given the choice to resign rather than be terminated? Yes No If Yes, how many times? _____

If you answered Yes to any of the above three questions, please explain the circumstances of each occasion:

EDUCATION				
	School Name & Address	Subjects Studied	No. of Years Attended	Did you Graduate?
High School				
Undergraduate College				
Bus./Tech./Trade or Post College				

SPECIAL STUDY, TRAINING OR SKILLS

List any subjects of special training, including computers and printing equipment used:

Empty text area for special training subjects.

Do you have any special training or skills acquired in the U.S. Military Service relevant to the job(s) for which you are applying? Dates of Service Branch of Service

If yes, what training or skills?

REFERENCES

Please list the names of additional work-related references we may contact. Individuals with no prior work experience may list school or volunteer-related references.

Table with 5 columns: NAME, POSITION, COMPANY, WORK RELATIONSHIP (i.e.: supervisor, co-worker), TELEPHONE

Please list the names of personal references (not previous employers or relatives) who know you well that we may contact.

Table with 5 columns: NAME, OCCUPATION, ADDRESS, TELEPHONE, NUMBER OF YEARS KNOWN

APPLICANT CERTIFICATION

THIS COMPANY IS AN AT-WILL EMPLOYER AS ALLOWED BY APPLICABLE STATE LAW. THIS MEANS THAT REGARDLESS OF ANY PROVISION IN THIS APPLICATION, IF HIRED, THE COMPANY OR I MAY TERMINATE THE EMPLOYMENT RELATIONSHIP AT ANY TIME, FOR ANY REASON, WITH OR WITHOUT CAUSE OR NOTICE. NOTHING IN THIS APPLICATION OR IN ANY DOCUMENT OR STATEMENT, WRITTEN OR ORAL, SHALL LIMIT THE RIGHT TO TERMINATE EMPLOYMENT AT-WILL. NO OFFICER, EMPLOYEE, OR REPRESENTATIVE OF THE COMPANY IS AUTHORIZED TO ENTER INTO AN AGREEMENT - EXPRESS OR IMPLIED - WITH ANY APPLICANT FOR EMPLOYMENT FOR A SPECIFIED PERIOD OF TIME UNLESS SUCH AN AGREEMENT IS IN A WRITTEN CONTRACT SIGNED BY THE PRESIDENT OF THE COMPANY.

If hired, I agree to conform to the rules and regulations of the Company, and I understand that the Company has complete discretion to modify such rules and regulations at any time, except that it will not modify its policy of EMPLOYMENT-AT-WILL.

I understand and agree that as a condition of employment and to the extent permitted by federal, state, and local law, I may be required to sign a confidentiality agreement, restrictive covenant, and/or conflict of interest statement.
I understand and agree if driving is a requirement of the job for which I am applying, my employment and/or continued employment is contingent on possessing a valid driver's license for the state in which I reside and automobile liability insurance in an amount equal to the minimum required by the state where I reside.
I understand that the Company may now have, or may establish, a drug-free workplace or drug and/or alcohol testing program consistent with applicable federal, state, and local law. If the Company has such a program and I am offered a conditional offer of employment, I understand that if a pre-employment (post-offer) drug and/or alcohol test is positive, the employment offer may be withdrawn. I agree to the conditions requiring a drug-free workplace, consistent with federal, state, and local law. I also understand that all employees of the location pursuant to the Company's policy and federal, state, and local law, may be subject to a urinalysis and/or blood screening or other medically recognized tests designed to detect the presence of alcohol or illegal or controlled drugs. If employed, I understand that the taking of alcohol and/or drug tests is a condition of continual employment and I agree to undergo alcohol and drug testing consistent with the Company's policies and applicable federal, state, and local law.
If employed by the Company, I understand and agree that the Company, to the extent permitted by federal, state, and local law, may exercise its right, without prior warning or notice, to conduct investigations of property (including, but not limited to, files, lockers, desks, vehicles and computers) and, in certain circumstances, my personal property.
I authorize the Company or its agents to confirm all statements contained in this application and/or resume as it relates to the position I am seeking and to the extent permitted by federal, state, or local law. I agree to complete any requisite authorization forms for the background investigation.
I authorize and consent to, without reservation, any party or agency contacted by this employer to furnish the above-mentioned information. I hereby release, discharge, and hold harmless, to the extent permitted by federal, state and local law, any party delivering information to the Company or its duly authorized representative pursuant to this authorization from any liability, claims, charges, or causes of action which I may have as a result of the delivery or disclosure of the requested information. I hereby release from liability the Company and its representative for seeking such information and all other persons, corporations, or organizations furnishing such information.
If hired by this Company, I understand that I will be required to provide genuine documentation establishing my identity and eligibility to be legally employed in the United States by this Company. I also understand this Company employs only individuals who are legally eligible to work in the United States.
I certify that all the information on this application, my resume, or any supporting documents I may present during any interview is and will be complete and accurate to the best of my knowledge. I understand that any falsification, misrepresentation, or omission of any information may result in disqualification from consideration for employment or, if employed, disciplinary action, up to and including immediate dismissal.
I CERTIFY THAT ALL OF THE INFORMATION THAT I HAVE PROVIDED ON THIS APPLICATION IS TRUE, ACCURATE AND COMPLETE.

Applicant Signature: _____

Date: ____/____/____