

## APPLICATION FOR EMPLOYMENT

W.O. Blackstone is an equal opportunity employer. W. O. Blackstone strives to obtain diversity in our workplace by providing opportunities for women, minorities, veterans and qualified disabled individuals. W. O. Blackstone does not discriminate on the basis of race, color, religion, national origin, ancestry, physical and/or mental disability, marital status, gender, pregnancy, age, genetic information or any condition protected under state and federal law.

I hereby agree to comply with all company policies and procedures.

Position Applying For: \_\_\_\_\_ Date of Application: \_\_\_\_\_

### PERSONAL INFORMATION

How were you referred to W. O. Blackstone?  W.O. Blackstone Employee  School  Agency  Self

First Name: \_\_\_\_\_ Last Name, Middle Initial: \_\_\_\_\_

Phone: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Other  Advertisement Name of Referral Source: \_\_\_\_\_

Do you have reliable transportation?  Yes  No

Are you at least 18 years of age?  Yes  No (If hired, you must furnish proof of age.)

Can you, after employment, submit verification of your legal right to work in the United States?  Yes  No

On what date are you available to work? \_\_\_\_\_

What is your desired compensation? \_\_\_\_\_

What is your availability? Check all that applies.  Weekdays  Evenings  Overnight  Weekends

Have you ever been convicted of, pled guilty or no contest to a misdemeanor or felony other than a minor traffic violation?  Yes  No

If yes, list the dates and types of convictions: \_\_\_\_\_

(A conviction will not necessarily disqualify you from employment.)

### EDUCATION

Please indicate education or training which you believe qualifies you for the position you are seeking.

High School Name	City	State	Diploma
			<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> G.E.D

College or Vocational School Name	City	State	Degree

### EDUCATION CONTINUED

Please list any relevant awards and/or \_\_\_\_\_

Please list any relevant licenses or certifications: \_\_\_\_\_

Are you fluent in any languages other than English?  No  \_\_\_\_\_

### APPLICATION HISTORY

Have you ever applied to W. O. Blackstone?  Yes  No

If yes, please provide position and date \_\_\_\_\_

### EMPLOYMENT HISTORY

Please provide record of employment for the last five years, listing the most recent position first:

Employer Name	Employer Address	Employer Phone #	Dates of Employment
Are you currently employed With this employer?		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Starting Job Title	Ending Job Title	Starting Pay	Ending Pay
Supervisor Name	Supervisor Title	Supervisor Phone #	
Reason for leaving:			
List your job duties and responsibilities:			
May we contact this employer?		<input type="checkbox"/> Yes <input type="checkbox"/> No	

Employer Name	Employer Address	Employer Phone #	Dates of Employment
Are you currently employed With this employer?		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Starting Job Title	Ending Job Title	Starting Pay	Ending Pay
Supervisor Name	Supervisor Title	Supervisor Phone #	
Reason for leaving:			
List your job duties and responsibilities:			
May we contact this employer?		<input type="checkbox"/> Yes <input type="checkbox"/> No	

**EMPLOYMENT HISTORY CONTINUED**

Employer Name	Employer Address	Employer Phone #	Dates of Employment
Are you currently employed With this employer?		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Starting Job Title	Ending Job Title	Starting Pay	Ending Pay
Supervisor Name	Supervisor Title	Supervisor Phone #	
Reason for leaving:			
List your job duties and responsibilities:			
May we contact this employer?		<input type="checkbox"/> Yes <input type="checkbox"/> No	

**PROFESSIONAL REFERENCES**

First Name	Last Name	Phone #	Relationship	Years Known

**AUTHORIZATION**

Initial \_\_\_\_\_

\_\_\_\_\_ "I declare under penalty of perjury that the information contained in this application and any resume or other documentation submitted is true and complete to the best of my knowledge"

\_\_\_\_\_ "I understand that any false information or significant omissions will disqualify me from further consideration for employment, and will be justification for my dismissal from employment, if discovered at a later date."

\_\_\_\_\_ "I agree to immediately notify the Company if I should be convicted of any crime while my job application is pending or during my period of employment, if hired."

\_\_\_\_\_ "I give permission for a complete employment background check."

\_\_\_\_\_ "I authorize the investigation of all statements contained in the Application for Employment (and accompanying resume, if any) and further authorize any person, school, current employer (except as expressly noted), past employer(s), and organizations named in the Application for Employment to provide the Company with records, information, and opinion that may be useful in making a hiring decision. I release all informants from all liability for any damage that may result from furnishing information and opinion (which is truthful or made in good faith) to the Company"

\_\_\_\_\_ "I UNDERSTAND THAT THIS APPLICATION DOES NOT CREATE AN EMPLOYMENT CONTRACT"

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**FOR HR USE ONLY**

Application Received: \_\_\_\_\_