



Application for Employment

We are an equal opportunity employer and applicants are considered for employment without regard to race, color, national origin, religion, sex, disability, veteran status, or any other basis prohibited by law, unless such basis constitutes a bona fide occupational qualification. No question on this application is used for the purpose of limiting or excluding any applicant from consideration for employment on a basis prohibited by local, state, or federal law. Equal access to employment, services, and programs is available to all persons. Those applicants requiring reasonable accommodation to the application and/or interview process should notify a representative of the organization.

Applicant name: _____ Date: _____

Position(s) applied for or type of work desired: _____

Address: _____ Telephone #: _____

Type of employment desired: _____ full-time _____ part-time _____ temporary

Date you will be available to start work: _____

Do you have any objection to working overtime if necessary? _____ Yes _____ No

(Reasonable efforts will be made to accommodate religious beliefs and practices)

If yes, please explain: _____

Can you travel if required by this position? _____ Yes _____ No

Have you ever applied to or been previously employed by our organization? _____ Yes _____ No

Are you legally eligible for employment in the US? _____ Yes _____ No

If you are under 18, can you furnish a work permit if it is required? _____ Yes _____ No

Have you ever been convicted of, pled guilty to or received a suspended sentence, to a felony or misdemeanor (other than a minor traffic violation) in the last 7 years? _____ Yes _____ No

If yes, please explain (a conviction will not automatically bar employment): _____

Drivers license number (if driving is an essential job duty): _____

How were you referred to us? _____

Employment History

Please provide all employment information for your past four employers starting with the most recent.

Employer: _____ Position held: _____

Address: _____ Telephone#: _____

Immediate supervisor and title: _____

Dates employed: from _____ to _____ Salary: _____

Job summary: _____

Reason for leaving: _____

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Dates employed: from _____ to _____ Salary: _____

Job summary: _____

Reason for leaving: _____

Employment History continued

Employer: _____ Position held: _____
Address: _____ Telephone#: _____
Immediate supervisor and title: _____
Dates employed: from _____ to _____ Salary: _____
Job summary: _____
Reason for leaving: _____

Other Skills and Qualifications

Summarize any job-related training, skills, licenses, certificates, and/or other qualifications:

Educational History

List school name and location, years completed, course of study, and any degrees earned:

High school: _____
College: _____
Technical Training: _____
Other: _____

References

List 3 references names, telephone numbers, and years known (do not include relatives or employers):

- 1) _____
- 2) _____
- 3) _____

Applicant's Statement

Please indicate that you have read and understand each paragraph by placing your initials beside each paragraph.

- _____ I certify that this application was completed by me and that all information contained in this application, resumè and any supplements thereof is correct and complete to the best of my knowledge.
- _____ I hereby authorize the potential employer to contact, obtain, and verify the accuracy of information contained in this application from all previous employers, educational institutions, and references. I also hereby release from liability the potential employer and its representatives for seeking, gathering, and using such information to make employment decisions and all other persons or organizations (including previous employers and personal references) for providing such information.
- _____ I understand that any misrepresentation or material omission made by me on this application will be sufficient cause for cancellation of this application or immediate termination of employment if I am employed, whenever it may be discovered.
- _____ If I am employed, I acknowledge that there is no specified length of employment and that this application does not constitute an agreement or contract for employment. Accordingly, either I or the employer can terminate the relationship at will, with or without cause, at any time, so long as there is no violation of applicable federal or state law.
- _____ I understand that it is the policy of this organization not to refuse to hire or otherwise discriminate against a qualified individual with a disability because of that persons need for a reasonable accommodation as required by the ADA.
- _____ I also understand that if I am employed, I will be required to provide satisfactory proof of identity and legal work authorization within three days of being hired. Failure to submit such proof within the required time shall result in immediate termination of employment.
- _____ I further understand that statements which may be contained in policies, practices, handbooks, or other company material do not create any guarantee of employment and that Nuway has the right to modify, amend, or terminate policies, practices, benefits plans, or other programs with the limits and requirements imposed by law. I understand that no representative of Nuway, other than [a corporate officer], has the authority to enter into any agreement for any specific period of time or to make any agreement contrary to the foregoing and that any such agreement must be in writing, signed by an authorized officer, and be specifically for employment, to be binding on Nuway.

Applicant signature: _____ Date: _____