

APPLICATION FOR EMPLOYMENT

Two pages front and back



APPLICANT INFORMATION

Applicant's Name _____ Date _____

Address _____

Phone Number _____ Cell Phone Number _____

Are you 18 years of age or older? Yes No Date of Birth _____

Do you possess a valid driver's License? Yes No

Are you either a U.S. citizen or an alien authorized to work in the U.S.? Yes No

Have you ever been convicted of a crime/felony? Yes No

Have you ever worked or attended school under another name? Yes No

If so, under what name? _____

POSITION DESIRED

Position: _____ Start date available: _____

Wage rate desired: \$ _____ Hourly Monthly Annually

Do you prefer: Full-time Part-time If part-time, hours per week desired: _____

Hours or days you are available to work: _____

Are you able to work: Weekends Overtime Have you previously worked for this Company? Yes No

Dates of employment with [GL Williams & Daughter Trucking]: from _____ to _____

Reason(s) for leaving: _____

Former supervisor(s) at this company: _____

How did you learn about this opening? _____

EDUCATION

High School: _____ Graduated? _____ Course of Study: _____
 Yes No

Technical School: _____ Graduated? _____ Course of Study: _____
 Yes No

College/University _____ Graduated? _____ Course of Study: _____
 Yes No

Post-Graduate Education _____ Graduated? _____ Course of Study: _____
 Yes No

Other education, training, equipment experience, or special skills: _____

SKILLS

Typing speed (WPM): _____ Experience using personal computers? Yes No PC Mac

Are you able to use QuickBooks? Yes No Microsoft Office Suite? Yes No

What other programs do you have experience with? _____

References

Identify three persons, *not related* to you, who know your work or character:

Name: _____ Phone Number: _____

Address: _____ City, State _____

Position or Title: _____ Years known: _____

Name: _____ Phone Number: _____

Address: _____ City, State _____

Position or Title: _____ Years known: _____

Name: _____ Phone Number: _____

Address: _____ City, State _____

Position or Title: _____ Years known: _____

WORK EXPERIENCE

Please list all previous employment, beginning with the most recent. If you need more room, you may attach another sheet of paper.

1

Employer _____ Address: _____

Position Held _____ from _____ to _____

Reason for Leaving _____

Supervisor's Name & Title: _____ May we contact? Yes No

Description of Duties: _____

Starting Compensation: _____ Final Compensation: _____

2

Employer _____ Address: _____

Position Held _____ from _____ to _____

Reason for Leaving _____

Supervisor's Name & Title: _____ May we contact? Yes No

Description of Duties: _____

Starting Compensation: _____ Final Compensation: _____

3

Employer _____ Address: _____

Position Held _____ from _____ to _____

Reason for Leaving _____

Supervisor's Name & Title: _____ May we contact? Yes No

Description of Duties: _____

Starting Compensation: _____ Final Compensation: _____

AUTHORIZATION AND ACKNOWLEDGEMENTS

I affirm that the information I have provided in this application is true to the best of my knowledge, information and belief, and I have not knowingly withheld any information requested. I understand that withholding or misstating any information requested in this application is grounds for rejection of my application, and that providing false or misleading information in this application is grounds for discharge.

I authorize the company to verify my references, record of employment, education record, and any other information I have provided. Unless otherwise noted, I authorize the references I have listed to disclose any information related to my work record and my professional experiences with them, without giving me prior notice of such disclosure. In addition, I release the company, my former employers and all other persons and entities, from any and all claims, demands or liabilities arising out of or in any way related to such inquiry or disclosure.

Applicant's Signature

Date