

PLEASE PRINT ALL
INFORMATION REQUESTED
EXCEPT SIGNATURE

APPLICATION FOR EMPLOYMENT

APPLICANTS MAY BE TESTED FOR ILLEGAL DRUGS

PLEASE COMPLETE PAGES 1-5.

DATE _____

Name _____
Last First Middle Maiden

Present address _____
Number Street City State Zip

How long _____ Social Security No. _____ - _____ - _____

Telephone () _____

If under 18, please list age _____

Position applied for (1) _____
and salary desired (2) _____
(Be specific)

Days/hours available to work

No Pref _____ Thur _____
Mon _____ Fri _____
Tue _____ Sat _____
Wed _____ Sun _____

How many hours can you work weekly? _____ Can you work nights? _____

Employment desired ___ FULL-TIME ONLY ___ PART-TIME ONLY ___ FULL- OR PART-TIME

When available for work? _____

TYPE OF SCHOOL	NAME OF SCHOOL	LOCATION (Complete mailing address)	NUMBER OF YEARS COMPLETED	MAJOR & DEGREE
High School				
College				
Bus. or Trade School				
Professional School				

HAVE YOU EVER BEEN CONVICTED OF A CRIME? ___ No ___ Yes

If yes, explain number of conviction(s), nature of offense(s) leading to conviction(s), how recently such offense(s) was/were committed, sentence(s) imposed, and type(s) of rehabilitation. _____

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RECYCLEWV

APPLICATION FOR EMPLOYMENT

DO YOU HAVE A DRIVER'S LICENSE? ☐ Yes ☐ No

What is your means of transportation to work? _____

Driver's license
number _____ State of issue _____ ☐ Operator ☐ Commercial (CDL) ☐ Chauffeur
Expiration date _____

Have you had any accidents during the past three years? How many? _____

Have you had any moving violations during the past three years? How Many? _____

OFFICE ONLY

Typing	<input type="checkbox"/> Yes		<input type="checkbox"/> Yes	Word	<input type="checkbox"/> Yes	
	<input type="checkbox"/> No	_____ WPM	10-key	Processing	<input type="checkbox"/> No	_____ WPM
Personal	<input type="checkbox"/> Yes	<input type="checkbox"/> PC	Other	_____		
Computer	<input type="checkbox"/> No	<input type="checkbox"/> Mac	Skills	_____		

Please list two references other than relatives or previous employers.

Name _____

Name _____

Position _____

Position _____

Company _____

Company _____

Address _____

Address _____

Telephone () _____

Telephone () _____

An application form sometimes makes it difficult for an individual to adequately summarize a complete background. Use the space below to summarize any additional information necessary to describe your full qualifications for the specific position for which you are applying.

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RECYCLEWV

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MILITARY

HAVE YOU EVER BEEN IN THE ARMED FORCES? ___ Yes ___ No

ARE YOU NOW A MEMBER OF THE NATIONAL GUARD? ___ Yes ___ No

Specialty _____ Date Entered _____ Discharge Date _____

Work Experience Please list your work experience for the **past five years** beginning with your most recent job held.
If you were self-employed, give firm name. **Attach additional sheets if necessary.**

Name of employer Address City, State, Zip Code Phone number	Name of last supervisor	Employment dates	Pay or salary
		From To	Start Final
	Your last job title		
Reason for leaving (be specific)			
List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.			

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		From To	Start Final
	Your last job title		
Reason for leaving (be specific)			
List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.			

May we contact your present employer? ☐ Yes ☐ No

Did you complete this application yourself ☐ Yes ☐ No

If not, who did? _____

I certify that all information is true and complete. I understand that any misleading or incorrect statements render this application void and may be cause for termination. I hereby authorize Recycle West Virginia to make such investigations and inquiries of statements contained in this application, of my driving record, employment history, educational background, and/or criminal conviction history as may be necessary in arriving at an employment decision and as otherwise authorized by applicable Federal and State laws. I hereby authorize past employers, public entities, schools, and references named herein to give information in responding to inquiries in connection with this application. I release said companies, public entities, schools or persons from all liability for issuing this information relative to this application or any employment with Recycle West Virginia.

If employed, I agree to conform to the rules and regulations of Recycle West Virginia. These rules and regulations may be changed, interpreted, withdrawn or added to by Recycle West Virginia at any time. I also consent to such searches, inspections, examinations, and Drug and Alcohol testing, as any be required by company policy and permitted by law. I further acknowledge that my employment may be terminated and any offer of employment, if such is made, may be withdrawn, with or without cause, and with or without prior notice, at any time at the option of Recycle West Virginia or me. I further acknowledge that no oral promises or guarantees in connection with any aspect of my employment will be binding, unless confirmed in writing by the Management.

My signature below acknowledges that I have completed this application to the best of my knowledge and I have read and I understand the conditions, statements, and authorizations disclosed on this "Application for Employment." I further understand that any false, incomplete, or withheld information relating to this application may be grounds for Recycle West Virginia withdrawal of an employment offer or termination of my employment if discovered after my hire date.

Signature

Date