
APPLICATION

FOR

EMPLOYMENT

APPLICATION FOR EMPLOYMENT

Please answer all questions. Resumes are not a substitute for a completed application.

I UNDERSTAND THAT NEITHER THIS APPLICATION NOR ANY COMMUNICATION BY A MANAGEMENT REPRESENTATIVE IS INTENDED TO CREATE OR DOES CREATE A CONTRACT OF EMPLOYMENT, OFFER, OR PROMISE OF EMPLOYMENT A DEFINITE TERM. I ACKNOWLEDGE THAT IF HIRED BY THE COMPANY, EMPLOYMENT IS ON AN AT-WILL BASIS IN ACCORDANCE WITH STATE LAW. THIS MEANS THE COMPANY IS FREE TO TERMINATE MY EMPLOYMENT AT ANY TIME, WITH OUT WITHOUT CAUSE OR ADVANCE NOTICE, IN ACCORDANCE WITH STATE LAW, AND ACCEPTANCE OF EMPLOYMENT IS NOT A CONTRACT OF EMPLOYMENT FOR ANY SPECIFIED TIME. SIMILARLY, I AM FREE TO TERMINATE MY EMPLOYMENT WITH THE COMPANY AT ANY TIME FOR ANY REASON. THIS AT-WILL PROVISION MAY BE MODIFIED OR WAIVED ONLY IN A WRITTEN AGREEMENT SIGNED BY AN AUTHORIZED REPRESENTATIVE OF THE COMPANY AND ME. 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 OR ITS ARBITRATION POLICY, IF ANY.

We are an equal opportunity employer. Applicants are considered for positions without regard to race, religion, sex, national origin, age, disability, or any other consideration made unlawful by applicable federal, state, or local laws.

Position Applied For _____ Name _____

Telephone Number () _____ - _____ Social Security #: _____ - _____ - _____

Present Address _____ How long have you lived there _____ / _____

Previous Address _____ How long have you lived there _____ / _____

Desired Salary/Hourly Rate _____

If under the age of 18, can you produce the necessary work certificate at the time of employment? Yes ☐ No ☐

Type of employment desired? Full-time ☐ Part-time ☐

Are you willing to work overtime? Yes ☐ No ☐ Date you can start work if hired _____

Have you previously applied for employment with this Company? Yes ☐ No ☐

If yes, when and where did you apply? _____

Have you ever been employed by this company? Yes ☐ No ☐

If yes, provide dates of employment, location, and reason for separation from employment. _____

For NC and KS applicants only: Do NOT include convictions that were sealed, eradicated, erased, annulled by a court, or expunged, or convictions that resulted in referral to a diversion program.

Have you ever plead guilty or no contest to, or been convicted of any criminal offense other than the applicable exceptions listed above? Yes ☐ No ☐

Have you ever been arrested for any matters for which you are out on bail or on your own recognizance pending trial? Yes ☐ No ☐

CRIMINAL OFFENSES ONLY: If you answered yes to either of the above two questions, please provide the date(s) and explain in accordance with the above instructions so that individual circumstances can be considered.

Criminal convictions or arrests will not automatically disqualify an applicant from a particular job. The company will consider the nature of the crime, its seriousness, whether the conviction(s) substantially relates to the position's functions and qualifications, the frequency of convictions, the applicant's age at time of conviction, the time elapsed since the date of conviction or completion of jail sentence, the applicant's entire work and educational history, and employment references and recommendations.

Have you ever initiated an act of violence in the workplace? Yes ☐ No ☐

If yes, please provide the date(s) and explain so that individual circumstances can be considered. (A "yes" answer will not necessarily disqualify you from employment). _____

List all special technical skills that you feel qualify you for the job for which you are applying (eg., computer programming/language, software, equipment operation, special tools or machines, etc.) _____

EDUCATION	SCHOOL NAME AND LOCATION	COURSE OF STUDY	GRADUATED?	# OF YEARS COMPLETED	DEGREE/MAJOR
High School					
College					
Bus./Tech./ Trade or Post College					

Honors received _____

Is any additional information relative to change of name, use of assumed name, or nickname necessary to enable a check on your work and educational record? _____

WORK EXPERIENCE: Please list the names of your present or previous employers in chronological order with present or last employer first. Account for all periods of time including any period of unemployment. If self-employed, supply 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 future consideration from employment.

EMPLOYER

Name _____ Address _____ Type of Business _____

Telephone () _____ - _____

Dates Employed: FROM _____ / _____ / _____ TO _____ / _____ / _____

Job Title _____ Duties _____

Supervisor's Name _____

May we contact Yes ☐ No ☐ If no, why not? _____

Wages: START _____ END _____ Reason for leaving _____

What will this employer say was the reason your employment terminated? _____

How much notice did you give when resigning? If none, explain. _____

EMPLOYER

Name	Address	Type of Business
Telephone () _____ - _____		
Dates Employed: FROM _____ / _____ / _____ TO _____ / _____ / _____		
Job Title _____	Duties _____	
_____	Supervisor's Name _____	
May we contact Yes <input type="checkbox"/> No <input type="checkbox"/> If no, why not? _____		
Wages: START _____ END _____ Reason for leaving _____		

What will this employer say was the reason your employment terminated? _____		
How much notice did you give when resigning? If none, explain. _____		

EMPLOYER

Name	Address	Type of Business
Telephone () _____ - _____		
Dates Employed: FROM _____ / _____ / _____ TO _____ / _____ / _____		
Job Title _____	Duties _____	
_____	Supervisor's Name _____	
May we contact Yes <input type="checkbox"/> No <input type="checkbox"/> If no, why not? _____		
Wages: START _____ END _____ Reason for leaving _____		

What will this employer say was the reason your employment terminated? _____		
How much notice did you give when resigning? If none, explain. _____		

Please fully explain all gaps in your employment history in excess of one month. _____

Have you ever been terminated or asked to resign from any job? Yes ☐ No ☐

Has your employment ever been terminated by mutual agreement? Yes ☐ No ☐

Have you ever been give the choice to resign rather than be terminated? Yes ☐ No ☐

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

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.

NAME	POSITION	COMPANY	WORK RELATIONSHIP	TELEPHONE

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

NAME	POSITION	COMPANY	WORK RELATIONSHIP	TELEPHONE

APPLICANT CERTIFICATION

I understand and agree that 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 and automobile liability insurance in an amount equal to the minimum required by the state in which 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 per-employment (post-offer) drug and/or alcohol test is positive, the employment offer may be withdrawn. I agree to work under the conditions requiring a drug-free workplace, consistent with applicable 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 urinalysis and/or blood screening or other medically recognized tests designed to detect the presence of alcohol or controlled drugs. If employed, I understand that the taking of alcohol and/or drug tests 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 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, non-compete, and/or conflict of interest statement.

I certify that all the information on this application, 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 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 above 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 by this company.

THIS APPLICATION WILL BE CONSIDERED ACTIVE FOR A MAXIMUM OF SIXTY (60) DAYS. IF YOU WISH TO BE CONSIDERED FOR EMPLOYMENT AFTER THAT TIME, YOU MUST REAPPLY.

I CERTIFY THAT ALL OF THE INFORMATION THAT I HAVE PROVIDED ON THIS APPLICATION IS TRUE, ACCURATE, AND COMPLETE.

APPLICANT SIGNATURE

DATE

If the applicant is a minor, the foregoing release and consent must be signed by the applicant's parent or legal guardian. Signature by the applicant's parent or legal guardian constitutes acknowledgment of the applicant and the parent or legal guardian that the company, to the extent permitted by federal, state, and local law, can test the applicant for controlled substances, conduct inspections of property without notice, and communicate screen results to company personnel who needs to know, the applicant, and the applicant's legal guardian.

PARENT/LEGAL GUARDIAN

WITNESS

DATE

DATE

THANKS! YOU'RE ALL SET.

Just kidding...one more page. You're almost there, we have faith in you!

Availability FORM

I AM AVAILABLE FOR THE FOLLOWING (CHECK APPLICABLE BOXES):

☐ I am fully available to work any hours (mornings, evenings, weekends and holidays)

Mark the times that you are available to work.

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
8:00 AM - 12:00 PM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12:00 PM - 4:00 PM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4:00 PM - 8:00 PM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8:00 PM -12:00 AM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Would you be willing to work a split shift? ☐ Never ☐ 1 day ☐ 2 or more

Are you available/willing to work weekends? ☐ Yes ☐ No

I can begin working on : _____

I can work through/until: _____

Comments:

APPLICANT SIGNATURE

***This form is NOT a schedule request form. If you are aware of specific dates you cannot work at this time, please indicate them below. If you are hired and change your availability after your hire date, Anomaly Squared may or may not be able to work with your changes. You need to submit a new Availability Form to request changes and for approval purposes. ***

SURVEY

Date: _____ Name: _____

Instructions: Please indicate your level of agreement with the statements listed below.

	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
1. I listen carefully when others are speaking to me.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2. I am good at solving problems when they arise.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3. I consider myself a dependable person.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4. I consider myself to be a positive person.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5. I enjoy helping others.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
6. When others are speaking, I am concentrating more on what I want to say rather than what the person is saying.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
7. I do not like to deal with problems at work.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
8. I usually dwell on the negative aspects of life, rather than the positive.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
9. I don't really see the benefit in assisting other people.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
10. I don't consider myself to be a trustworthy person.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

More questions on back 

11. Name 3 of your best qualities. Please explain.

12. Name 3 of your worst qualities. Please explain.

13. What do you consider to be the best work environment possible in order for you to do your best work? Please explain.

Thanks!