

WILLOUGHBY SUPPLY APPLICATION FOR EMPLOYMENT

TO APPLICANT: Applicants are considered for all position without regard to race, color, religion, sex, national origin, age, veteran status or physical or mental disability or handicap.

PERSONAL

(Please Print)

Date: _____

Name: _____
Last First Middle

Social Security No.: _____

Address: _____
Street No. City State ZIP

Telephone: _____ How did you learn about our Company? _____

Are you a U.S. Citizen? _____ If NO, are you legally eligible to be employed in the United States? _____ (Proof Required by law)

Position applied for _____ Full Time Seasonal/Temporary

Have you worked for us before? _____ If YES, when _____ Position _____

Have you ever applied with us before? If YES, when _____

Who should be contacted in case of an emergency: Name _____ Phone # _____

Are you over 18 years of age? _____ If NO, state your age: _____ (If no, you will be required to provide authorization to work)

Have you ever been convicted of a crime (excluding misdemeanors and traffic offenses)? _____

If YES, please describe in full _____

(An affirmative answer will not automatically exclude you from consideration for employment)

Can you perform the essential functions of the job for which you are applying with or without a reasonable accommodation? _____

If no, please explain: _____
 (If you have any questions as to what functions are applicable to the position for which you are applying, ask before you answer this question)

EDUCATION

| Name & Location of School | Course of Study | Years Completed | Did You Graduate? |
|---------------------------|-------------------|-----------------|-------------------|
| High School | | | |
| College | Major: Degree: | | |
| Other/Trade School | | | |

Indicate special qualifications or skills: _____

Professional licenses or memberships: _____
(Omit any organization which reflects your race, color, religion, age, sex or disability.)

PRIOR EMPLOYMENT (Start with your present or most recent employer)

| | | | |
|---------------------|--------|-----------------------|-----|
| Employer: | Phone: | From: | To: |
| Address: | | Position: | |
| Duties: | | Supervisor's Name: | |
| | | Starting Salary/Wage: | |
| Reason for leaving: | | Final Salary/Wage: | |
| | | | |
| Employer: | Phone: | From: | To: |
| Address: | | Position: | |
| Duties: | | Supervisor's Name: | |
| | | Starting Salary/Wage: | |
| Reason for leaving: | | Final Salary/Wage: | |
| | | | |
| Employer: | Phone: | From: | To: |
| Address: | | Position: | |
| Duties: | | Supervisor's Name: | |
| | | Starting Salary/Wage: | |
| Reason for leaving: | | Final Salary/Wage: | |

Use an additional sheet of paper if more space is necessary.

May we contact your present employer? YES: _____ NO: _____

MILITARY SERVICE

Have you had any job-related training in the U.S. Military? If so, explain and give dates: _____

PERSONAL REFERENCES

| NAME | ADDRESS | YEARS KNOWN | TELEPHONE |
|------|---------|-------------|-----------|
| | | | |
| | | | |
| | | | |

CLOSING DISCLAIMER

I certify that the information provided by me in the Application for Employment is true and complete to the best of my knowledge. I understand that if I am employed by Willoughby Supply, any misrepresentation or false statements may be considered cause for dismissal, regardless of when discovered. I hereby authorize Willoughby Supply to investigate all statements on this application as may be necessary.

I further authorize the references and employers listed above to give you any and all information concerning my previous employment and any pertinent information they may have, personal, or otherwise, and release the company from all liability for any damage that may result from utilization of such information. I also hold such persons/entities providing such information harmless with respect to the information they provide.

I understand that the completion of this application does not guarantee employment with the employer. I further understand and acknowledge that if I am offered employment, I will be an employee at-will, and my employment may be terminated with or without cause, with or without notice, at any time, at the option of Willoughby Supply or me. I also understand and agree that no representative of the company has any authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the foregoing, unless it is in writing and signed by an authorized company representative.

I understand that I may be required to take and successfully pass a drug/alcohol test as a condition of employment and that refusal to take such tests will disqualify me for employment and/or result in my discharge if hired.

I understand that this application will be considered active for only six months, after which time it will be discarded. If I wish to be considered for employment after that time, I need to fill out a new application.

Signature of Applicant: _____ Date: _____

DO NOT WRITE BELOW THIS LINE

SUMMARY OF INTERVIEW _____

Accepted for Employment? Yes No Position: _____

Starting Rate: \$ _____ per _____ Scheduled to start work: _____

Interview by: _____ Approved by: _____