



# Application for Employment

Code  
FR.HR-1.00

Department: Human Resources

Process: Human Resources Management

Issued: 01/31/02

Issue No.: 1

Revised: 07/29/10

Revision No.: 2

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**We consider all applicants for all positions regardless of race, color, religion, sex, national origin, political affiliation, gender, age, marital status, disability, or any other legally protected status pursuant.**

**We provide equal access to programs, services and employment. Please, notify the Human Resources Department if you need any reasonable accommodations for the application and/or interview process.**

Positions applied for			Date		
Last Name	First Name	Middle Name	Social Security Number		
Address		City	State	Zip Code	
Home Telephone No.		Cell Telephone No.		Message Telephone No.	

If you're under 18 years of age, can you provide required proof of your eligibility to work?  Yes  No

Have you ever filed an application with us before?  Yes  No If yes, when?

Have you ever been employed with us before?  Yes  No If yes, until when?

Are you currently employed?  Yes  No If yes, where? \_\_\_\_\_

May we contact your present employer?  Yes  No If yes, give phone \_\_\_\_\_

On what date would you be available to start working with us?

Are you legally eligible for employment in the United States of America?  Yes  No

Are you available to work:  Full Time  Part Time  Shift Work  Temporary

Can you travel if required by the job?  Yes  No

Have you ever pled "guilty" or "no contest" to, or been convicted of a crime in the last 7 years?  Yes  No

Answering yes to this question will not necessarily disqualify an applicant from employment.

If yes, please explain: \_\_\_\_\_



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Education	Name and Address of Institution attended	Years Completed	Degree Received	Major, Minor or Specialty
Elementary School				
High School				
Undergraduate College				
Graduate School				
Other (Specify)				

Indicate any driver, professional, trade license or certification you currently hold

License Name	State	Number	Entity that issued it	Type	Expiration Date
Driver's License					
Electrician License					

List any relevant training received, apprenticeship programs, skills and extra curricular activities.

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Indicate any foreign language you know and indicate your level of proficiency (fluent, good or fair) in each of the specific skills listed (speak, read, write)

Language	Speak	Read	Write



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## Employment History

If applying for Driver Position DOT Requires that employment for at Least 3 Years and/or Commercial Driving Experience for the past 10 Years be shown.(Attach sheet if more space is needed)

Employer (most recent)	Employed from	to	Duties and Responsibilities
Address	Initial Salary	Last Salary	
Job Title	Supervisor's name	Telephone	
Reason for Leaving	May we contact for reference?		
	[ ] Yes [ ] No		
Employer	Employed from	to	Duties and Responsibilities
Address	Initial Salary	Last Salary	
Job Title	Supervisor's name	Telephone	
Reason for Leaving	May we contact for reference?		
	[ ] Yes [ ] No		
Employer	Employed from	to	Duties and Responsibilities
Address	Initial Salary	Last Salary	
Job Title	Supervisor's name	Telephone	
Reason for Leaving	May we contact for reference?		
	[ ] Yes [ ] No		
Employer	Employed from	to	Duties and Responsibilities
Address	Initial Salary	Last Salary	
Job Title	Supervisor's name	Telephone	
Reason for Leaving	May we contact for reference?		
	[ ] Yes [ ] No		



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**References**

Name	Telephone	Relationship to you	Type of Reference
			Personal ( )    Professional ( )
Name	Telephone	Relationship to you	Type of Reference
			Personal ( )    Professional ( )
Name	Telephone	Relationship to you	Type of Reference
			Personal ( )    Professional ( )

**Applicant's Statement**

I hereby certify that all the information given in this employment application with Emerald Standard Services, Inc. is true, complete and correct, to the best of my knowledge.

I explicitly authorize Emerald Standard Services, Inc., its employees, representatives and agents to obtain information from all references, employers, educational institutions, public agencies and licensing entities named in this application to verify the accuracy of all information provided by me in this employment application, resume or job interview. Furthermore, I hereby waive all rights and claims I may have regarding Emerald Standard Services, Inc., its employees, agents or representatives, for seeking, collecting and using truthful information, in a lawful matter, during the employment process and all other persons, corporations, organizations or entities for supplying information about me.

I understand that Emerald Standard Services, Inc. does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or eliminating any applicant from consideration for employment on any basis prohibited by applicable local, state or federal law.

I understand that this employment application shall be considered for only 30 days. If Emerald Standard Services, Inc. hasn't contacted me during this period of time; I understand that I will have to fill out a new application again to still be considered for employment.

I hereby understand and accept that in the event of being hired I am free to resign at any time, with or without cause and with or without prior notice, and Emerald Standard Services, Inc., reserves itself the same right to discharge me at any time, with or without cause and with or without prior notice, unless specified otherwise by applicable law. This application does not constitute an employment agreement or contract for any specific period of time. I understand that no supervisor or representative of Emerald Standard Services, Inc., is authorized to make any oral or written assurances, explicitly or implicitly, to the contrary unless they are presented in writing by the company's president or vice-president.

I also understand that if I am hired, I will be required to provide proof of identity and legal authorization to work in the United States and that federal immigration laws require me to complete an I-9 form in this regard.

I also understand that any information provided by me in this application, resumes or interviews that is found to be false, incomplete or misinterpreted any respect, will be sufficient cause to eliminate me from further consideration for employment, or may result in my immediate discharge if discovered after employment

Note: A motor carrier may require an applicant to provide information in addition to the information required by the Federal Motor Carrier Safety Regulations.

**I certify that I have read, fully understood and accept the above Applicant's Statements.**

Applicant's Signature: \_\_\_\_\_ Date: 

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**FOR HUMAN RESOURCES DEPARTMENT USE ONLY**

Is the Position Applied for open?     Yes     No

Notes: \_\_\_\_\_