

**INSTRUCTIONS**

Complete all portions of this application that are applicable to you and the positions for which you are applying. Failure to do so may result in the application being returned to you. Type or print clearly in ink. If you need assistance or accommodation in completing this application, please inform our receptionist or call us at (334) 566-6022.



200 Cherry Street  
 Troy, AL 36081  
 Phone (334) 566-6022  
 Fax (334) 566-5346

**Employment Application**

An Equal Opportunity Employer

**APPLICANT INFORMATION**

Last Name	First	M.I.	Date
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Street Address \_\_\_\_\_

City	State	ZIP
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Phone	Have you ever been bonded? If "Yes", with what employers? YES <input type="checkbox"/> NO <input type="checkbox"/>
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Date Available	Social Security No.	Pay Expected
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Position Desired \_\_\_\_\_

Have you ever applied for employment with us? YES  NO  If yes: Month and Year \_\_\_\_\_  
 Location \_\_\_\_\_

Apart from absence for religious observance, are you available for full-time work? YES  NO  If not, what hours can you work? \_\_\_\_\_

Are you legally eligible for employment in the United States? YES  NO  Will you work overtime, if asked? \_\_\_\_\_

Have you been convicted of any crimes in the past ten years, excluding misdemeanors and summary offenses, which have not been sealed? YES  NO  When will you be available to begin work? \_\_\_\_\_

Other special training or skills (languages, machine operation, etc.) \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**EDUCATION**

Graduate - Name and Location

Address

From To

Did you graduate?

YES  NO 

Degree

College/University - Name and Location

Address

From To

Did you graduate?

YES  NO 

Degree

Business/Trade/Technical - Name and Location

Address

From To

Did you graduate?

YES  NO 

Degree

High School – Name and Location

Address

From To

Did you graduate?

YES  NO 

Diploma

Elementary School – Name and Location

Address

From To

Did you graduate?

YES  NO 

Diploma

**PREVIOUS EMPLOYMENT**

(1) Company

Phone ( )

Address

Supervisor

Job Title

Starting Salary \$

Ending Salary \$

Responsibilities

From To

Reason for Leaving

May we contact your previous supervisor for a reference? YES  NO 

(2) Company

Phone ( )

Address

Supervisor

Job Title

Starting Salary \$

Ending Salary \$

Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference?    YES <input type="checkbox"/> NO <input type="checkbox"/>			
(3) Company		Phone (    )	
Address		Supervisor	
Job Title		Starting Salary \$	Ending Salary \$
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference?    YES <input type="checkbox"/> NO <input type="checkbox"/>			
(4) Company		Phone (    )	
Address		Supervisor	
Job Title		Starting Salary \$	Ending Salary \$
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference?    YES <input type="checkbox"/> NO <input type="checkbox"/>			

We may contact listed above unless you indicate those you **do not** want us to contact. Employer number(s) \_\_\_\_\_ Reason \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

<b>MILITARY SERVICE</b>	
Did you serve in the U.S. Armed Forces	YES <input type="checkbox"/> NO <input type="checkbox"/> If "Yes", what branch?
Describe any training received relevant to the position for which you are applying. _____	
_____	
_____	

**Additional Information**

Membership in professional and civic organizations, special accomplishments, awards, ect.  
(Exclude those which may disclose your race, color, religion, age, or national origin)

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**REFERENCES**

(1) Name		Phone	(     )
(2) Name		Phone	(     )
(3) Name		Phone	(     )
(4) Name		Phone	(     )

**DISCLAIMER AND SIGNATURE****Please read and understand this statement before signing your application:**

The information I have provided in this Application for Employment is true, correct and complete. False, incomplete or misrepresented information of any kind will be sufficient cause for my application to be rejected or, if discovered after I am employed, cause for immediate termination of my employment.

I authorize the employer to contact and obtain information about me from previous employers, educational institutions and "references" I provided, and any other party necessary to verify the accuracy of information I disclosed in this application, a related employment resume' or a personal interview. To assist in the processing of my Application, I waive all rights and claims I may otherwise have against the employer or its representatives, for seeking, and using information to evaluate my employment request and all other persons, corporations or organizations who provide information for this purpose.

This application will expire in **1 (one) year**. After that date, unless otherwise notified, I understand that my status as an applicant will end. I may re-apply for employment in the future by completing a new application.

This application is not an employment agreement. If I accept an offer of employment I understand the employer may terminate my employment at any time, with or without cause and without prior notice, unless required by law. I understand that no one, other than an executive officer of the employer, has authority to enter into any employment agreement with terms contrary to the foregoing and then only in writing signed by such officer.

I fully understand and accept all terms and conditions in the above statement.

Signature

Date