

Dalco Enterprises, Inc.

APPLICATION FOR EMPLOYMENT

DATE: _____ POSITION APPLIED FOR: _____

Previously applied: yes no (do not list "any")

Referred by: _____ Date Available for Work: _____
(advertisement, relative, friend, agency, walk-in, other)

INSTRUCTIONS: Please read carefully. **Every item on this form must be answered to the best of your ability.** Please **print and use a pen.** Your qualifications will be carefully reviewed and you will be given thorough consideration for any suitable vacancy. Upon employment, this application will become part of your permanent record at Dalco Enterprises, Inc.. Keep this in mind as you complete it. **Special Note:** *You are not required to supply any information that is prohibited by Federal, State, or Local law. We are an Equal Opportunity Employer. Dalco Enterprises, Inc., does not discriminate on the basis of race, color, religion, gender, national origin, pregnancy, marital status, citizenship, age, marital status, disability or any other legally protected class. You may request assistance in completing this application.*

PERSONAL

Name _____ Telephone Number: () _____

First M. I. Last

Street _____ Box _____ City _____ ST _____ Zip _____

Cell/Digital Phone _____ E-Mail Address _____ @ _____

Are you presently authorized to work full-time lawfully in the U.S.A.?** yes no

Are you going to require a sponsorship now or in the future? ** yes no

**You will be required to comply with the US Immigration regulations to prove your identify and right to work in the United States.

If younger than 18, state your age here _____

Answer these questions for all positions requiring the use of a vehicle:

Do you hold a current and valid driver's license? yes no

Have you received a ticket for a moving violation in the past three years? yes no If yes, list here: _____

Do you hold a current and valid Commercial driving license? yes no If yes, what state? _____

EDUCATION

High School (Name and Address) _____

Did you graduate? _____ If no, last grade completed _____ G.E.D. Obtained? _____ Grade Average _____

College/University (Name and Location) _____

College/University (Name and Location) _____

Did you graduate? _____ If no, number of hours completed _____ Grade Point Average _____ Degree _____

Major _____ Minor _____ If attending, date of graduation _____

Other Education _____

Awards, Honors, Leadership Roles: _____

MILITARY not applicable

List service in U.S. Military: Branch _____ Number of years served: _____

Military experience that may be applicable to your employment here: _____

GENERAL EMPLOYMENT INFORMATION

- List here equipment with which you have experience and training. (Examples: cash register, small tools, forklift, word processor, calculator, computers, etc): _____
- Are you willing to relocate? _____ If yes, state location preferred _____
- Are you willing to travel if the job requires it? _____ Yes _____ No, Why not? _____
- Salary Desired per _____ hour or _____ annually. Number of hours available per week? _____ No preference
- Type of Employment sought: regular full time regular part time temporary seasonal as needed

5. Which of the following are you available: **Days:** yes no **Nights:** yes no
Weekends: yes no **Holidays:** yes no **Shift Work:** yes no
6. Indicate hours you are available to work on the following days (or check *Anytime*, if you have no restrictions)
Monday _____ to _____ Tuesday _____ to _____ Wednesday _____ to _____ Thursday _____ to _____ Friday _____ to _____ Saturday _____ to _____ Sunday _____ to _____
 Anytime Anytime Anytime Anytime Anytime Anytime Anytime
7. Are you currently on 'lay-off' status and subject to recall? ___ Yes ___ No
8. Are you able and willing to perform the essential functions of the job for which you are applying, including travel, if necessary?
 yes no don't know • If no, indicate reason: need different hours need different days need more training, Other, (explain accommodation needed:)

Indicate any foreign languages you can speak, read and/or write			
	FLUENT	GOOD	FAIR
SPEAK			
READ			
WRITE			

.....
EXPERIENCE: List below all present and past employment, beginning with your most recent employer

1. Employer _____ Starting Salary _____ per hour or week
Address _____ Last Salary _____ per hour or week
Kind of Business _____ Supervisor _____
Job Title _____ Reason for Leaving: Quit Discharge Retired
Dates Employed _____ to _____ Laid Off Why? _____
For Job Reference, call _____ at _____
 Please do not contact this employer. Why not? _____

•••

2. Employer _____ Starting Salary _____ per hour or week
Address _____ Last Salary _____ per hour or week
Kind of Business _____ Supervisor _____
Job Title _____ Reason for Leaving: Quit Discharge Retired
Dates Employed _____ to _____ Laid Off Why? _____
For Job Reference, call _____ at _____
 Please do not contact this employer. Why not? _____

•••

3. Employer _____ Starting Salary _____ per hour or week
Address _____ Last Salary _____ per hour or week
Kind of Business _____ Supervisor _____
Job Title _____ Reason for Leaving: Quit Discharge Retired
Dates Employed _____ to _____ Laid Off Why? _____
For Job Reference, call _____ at _____
 Please do not contact this employer. Why not? _____

•••

4. Employer _____ Starting Salary _____ per hour or week
Address _____ Last Salary _____ per hour or week
Kind of Business _____ Supervisor _____
Job Title _____ Reason for Leaving: Quit Discharge Retired
Dates Employed _____ to _____ Laid Off Why? _____
For Job Reference, call _____ at _____
 Please do not contact this employer. Why not? _____

•••

In the following space , please describe briefly why you are applying for this position and describe your

strengths and talents and how our company will benefit from your work here (if you need more room, please attach paper to completed application):

List professional, trade, business or civic activities and offices held.

You may exclude membership which would reveal gender, race, religion, national origin, age, ancestry, disability or other protected status:

CONDITIONS OF EMPLOYMENT

- I. The facts as stated on this application are true and correct. I understand that, if employed, false statements on this application may cause my immediate dismissal.
- II. I authorize such background investigations and personal reports as deemed necessary to: (1) verify that the information I have supplied is true and accurate: (2) determine my fitness for this job, and: (3) hold harmless those who have the responsibility to develop such a report. A copy of this authorization is as valid as the original.
- III. I understand that overtime work is a condition of employment.
- IV. In consideration of my employment, I agree to conform to the rules and regulations for employees. I understand: (1) I am an employee at will, (2) This application is not a contract of employment with Dalco Enterprises, Inc., (3) My employment and compensation can be terminated, with or without cause, at anytime, at the option of either Dalco Enterprises, Inc., or me. I understand that no representative of Dalco Enterprises, Inc., has any authority to enter into any verbal agreement for employment for any specified period of time or to make any agreement contrary to the foregoing and that no document, policy or practice of Dalco Enterprises, Inc., may change the foregoing unless it is expressly titled "Employment Agreement" and signed by both myself and an executive officer of Dalco Enterprises, Inc..
- V. I understand that I may be required to submit to a pre-employment, and post-employment test for fitness and/or substance abuse, if not prohibited by law.
- VI. Upon separation of employment, I authorize Dalco Enterprises, Inc., to withhold from my final pay check any monies owed to them by me (if not prohibited by law) for equipment, loans, products, services, materials or other assets in my possession not returned.
- VII. If not prohibited by law, I accept that any employment issue, complaint or conflict that cannot be resolved internally may be referred to Alternative Dispute Resolution.

DATE _____ **SIGNATURE** _____