

**APPLICATION
FOR EMPLOYMENT**

Answer all questions completely. We are an Equal Opportunity Employer.

Personal Information

Name: _____
Last First Middle

Address: _____
Street Address City State Zip

Home Phone: _____ Cell Phone: _____ Email: _____

PERSONAL DATA (Please Answer Each Question Below)

If hired, can you provide verification of your legal right to work in the U.S.? Yes No

If you are under the age of 18, do you have a work permit? Yes No

Have you ever used or been known by another name? Yes No If Yes, please list: _____

Do you have any relatives currently employed at Walters & Wolf? Yes No If Yes, list names here: _____

Have you ever worked for Walters & Wolf before? Yes No If Yes, date(s) worked: _____

If required for the position, do you have a valid driver's license? Yes No

If Yes, Driver's License #: _____ Class: _____

If hired, would you have reliable transportation to and from work? Yes No

Can you meet all attendance requirements? Yes No

Based on the enclosed job description, would you be able to perform the essential functions of the position with or without reasonable accommodation? Yes No

EMPLOYMENT INTERESTS

Position Desired _____ Date Available: _____

Would you be willing to work overtime? Yes No

Type of Employment Desired? Regular Temporary Full-time Part-time

Days and hours available for work: _____

How were you referred to our company?

- Agency (Name)
 Ad (Where)
 Employee Referral (Name)
 Walk-in
 Other (Please Specify)

EDUCATION AND TRAINING

Type	Name of School/Address	Major Subject	Units Completed	Degree/Certification
High School				
University or College(s)				
Trade, Professional School or Other, Military				

SKILLS – IF APPLICABLE FOR POSITION FOR WHICH YOU ARE APPLYING

Typing Speed (wpm): _____

10 Key Touch? Yes No

PC Skills (Indicate software used): _____

Other Office Machines (Describe): _____

List any machines or vehicles you operate: _____

Do you have any experience, training, qualifications, or special skills which you think make you suited for work at Walters & Wolf (Explain): _____

EMPLOYMENT HISTORY

Please identify your work experience for the past ten (10) years, paid or unpaid, beginning with your most recent position. Please fully account for all time, including periods of unemployment, military time, school, etc. A resume may be attached, but does not substitute for completing this application. Use additional sheets if necessary.

Name of last/present employer	Supervisor's Name	Your key duties & major responsibilities	Start Date	End Date
Street Address	Supervisor's Title			
City State	Your Title			Reason for leaving.

Phone #		May we contact now? Yes <input type="checkbox"/> No <input type="checkbox"/>		
Name of last/present employer	Supervisor's Name	Your key duties & major responsibilities	Start Date	End Date
Street Address	Supervisor's Title			
City State	Your Title		Reason for leaving.	
Phone #		May we contact now? Yes <input type="checkbox"/> No <input type="checkbox"/>		
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Street Address	Supervisor's Title			
City State	Your Title		Reason for leaving.	
Phone #		May we contact now? Yes <input type="checkbox"/> No <input type="checkbox"/>		

Explain fully any gaps in your employment history: _____

Have you ever been terminated or asked to resign from any job? Yes No If Yes, explain: _____

PERSONAL REFERENCES

List two past supervisors and one individual who are not related to you who have knowledge of your qualifications for the position for which you are applying.

Name: _____
Title/Relationship: _____
Occupation: _____
Address: _____
Phone Number: _____
Years Known: _____

Name: _____
Title/Relationship: _____
Occupation: _____
Address: _____
Phone Number: _____
Years Known: _____

Name: _____
Title/Relationship: _____
Occupation: _____
Address: _____
Phone Number: _____
Years Known: _____

ACKNOWLEDGEMENT

Please Read Carefully, Initial Each Paragraph and Sign Below

In the event of my employment to a position with Walters & Wolf, I will comply with all rules and regulations of the Company. I understand that Walters & Wolf reserves the right to require me to submit to a test for the presence of drugs in my system prior to employment and at any time during my employment, to the extent permitted by law. I also understand that my offer of employment may be contingent upon the passing of a physical examination. I consent to the disclosure of the results of any physical examination and related tests to Walters & Wolf. I understand that should I decline to sign this consent or decline to take any of the above tests, my application for employment may be rejected or my employment may be terminated.

Initials

I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment and that the answers given by me are true and correct to the best of my knowledge. I further certify that I, the undersigned applicant, have personally completed this application. I understand that any omission or misstatement of material fact on this application or on any document used to secure employment shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery.

Initials

I hereby authorize Walters & Wolf to thoroughly investigate my references, driving record (if applicable), work records, and other matters related to my suitability for employment and, further, authorize the references I have listed to disclose to the company any and all letters, reports, and other information pertinent to my employment, without giving me prior notice of such disclosure. In addition to authorizing the release of any information regarding my employment, I hereby fully waive any rights or claims I have or may have against my former employers, their agents, employees, and representatives, as well as other individuals who release information to Walters & Wolf, and release them from any and all liability, claims, or damages that may directly or indirectly result from the use, disclosure, or release of any such information by any person or party, whether such information is favorable or unfavorable to me. I authorize the persons named herein as personal references to provide Walters & Wolf with any pertinent information that they may have regarding myself.

Initials

I understand that nothing contained in the application or conveyed during any interview which may be granted or during my employment, if hired, is intended to create an employment contract between me and the company. In addition, I understand and agree that if I am employed, my employment is considered "at will," which means it is for no definite or determinable period and may be terminated at any time, with or without prior notice, at the option of either myself or the company, and that no promises or representations contrary to the foregoing are binding on the company unless made in writing and signed by myself and a Walters & Wolf designated representative.

Initials

If you have any questions regarding this statement, please ask a Walters & Wolf representative before signing. I hereby acknowledge that I have read the above statements and understand the same.

Signature of Application: _____ Date: _____