

## APPLICATION FOR EMPLOYMENT

### PERSONAL INFORMATION

Last Name First Middle Maiden

Address Number Street City State Zip Code

How long at present address? \_\_\_\_\_  
Social Security Number \_\_\_\_\_

Telephone Number Cell Number E-Mail Address

Position applied for: (1) \_\_\_\_\_  
(2) \_\_\_\_\_

How many hours can you work weekly? \_\_\_\_\_ Will Accept:

Can you work nights? \_\_\_\_\_ Part-Time  
Full-Time  
Date Available \_\_\_\_\_ On-Call

### WORK EXPERIENCE

Current or Last Employer Telephone Number

Address City State Zip

Reason for Leaving \_\_\_\_\_

Position Dates of Employment Salary: Beginning End

Supervisor: \_\_\_\_\_ May We Contact Employer? Yes No

Duties Performed: \_\_\_\_\_

## WORK EXPERIENCE

Last Employer _____		Telephone Number _____		
Address _____	City _____	State _____	Zip _____	
Reason for Leaving _____				
Position _____	Dates of Employment _____		Salary: _____	_____
			Beginning	End
Supervisor: _____	May We Contact Employer?		Yes	No
Duties Performed: _____				

Employer _____		Telephone Number _____		
Address _____	City _____	State _____	Zip _____	
Reason for Leaving _____				
Position _____	Dates of Employment _____		Salary: _____	_____
			Beginning	End
Supervisor: _____	May We Contact Employer?		Yes	No
Duties Performed: _____				

Employer _____		Telephone Number _____		
Address _____	City _____	State _____	Zip _____	
Reason for Leaving _____				
Position _____	Dates of Employment _____		Salary: _____	_____
			Beginning	End
Supervisor: _____	May We Contact Employer?		Yes	No
Duties Performed: _____				



## REFERENCES

Please list (4) references other than relatives or previous employers.

1.	Name	Telephone Number	Years Known
2.	Name	Telephone Number	Years Known
3.	Name	Telephone Number	Years Known
4.	Name	Telephone Number	Years Known

I certify the answers I have made to all of the questions in this employment application are true and complete to the best of my knowledge. I understand I am responsible for the correctness of this application and any misrepresentation or omission of facts called for is reason for dismissal if employed.

I understand a criminal background check will be required as a condition of employment.

I understand successful completion of a drug test will be required when a conditional offer of employment is made.

I understand a current drivers license, high school diploma or GED will be required upon offer of employment.

I understand and acknowledge any employment relationship with Belco Works, Inc. is "at will". This means either I or Belco Works, Inc. can discontinue my employment at any time without notice or reason. I understand no employee, agent or representative of Belco Works (other than the Belco Works, Inc. Board of Directors who may only do so in a writing bearing my name) has the authority at present or in the future to alter the "at will" status.

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

How did you hear about Belco Works? \_\_\_\_\_

### FOR ADMINISTRATION USE ONLY

Applicant Interviewed	Yes	No	Date of Interview: _____
Position Interviewed For: _____			
Interview By: _____			
Applicant Hired:	Yes	No	Start Date: _____
Date of Hire: _____	Hourly Rate: _____		
Signature _____		Date _____	