

APPLICATION FOR EMPLOYMENT

NAME _____ HOME PHONE _____

ADDRESS _____ WORK PHONE _____

CITY _____ STATE _____ ZIP _____ SOCIAL SECURITY # _____

GENERAL INFORMATION

APPLYING FOR <input type="checkbox"/> FULL TIME <input type="checkbox"/> PART TIME	TODAY'S DATE	POSITION APPLYING FOR
REFERRED BY	DATE AVAILABLE	SALARY REQUIREMENT

CHECK YES OR NO AND GIVE EXPLANATIONS WHERE APPLICABLE

<input type="checkbox"/> YES	<input type="checkbox"/> NO	Are you under the age of 18?
<input type="checkbox"/> YES	<input type="checkbox"/> NO	If hired, can you provide proof that you are eligible to work in the United States? <i>(Any offer of employment is conditioned upon the applicant's completion of Form I-9 and providing documents establishing identity and work authorization)</i>
<input type="checkbox"/> YES	<input type="checkbox"/> NO	Have you ever worked for this company or any other company associated with a Double Diamond development? Company Name(s): _____ Date(s): _____
<input type="checkbox"/> YES	<input type="checkbox"/> NO	Have you ever worked under any other name? Name(s): _____
<input type="checkbox"/> YES	<input type="checkbox"/> NO	In the past seven years have you been convicted of or are you under current court supervision for criminal offense (other than minor traffic offenses)? Date: _____ Describe: _____ <i>Such conviction may be relevant if job-related, but does not bar you from employment.</i>
<input type="checkbox"/> YES	<input type="checkbox"/> NO	If, applying for a driving position, do you have a valid driver's license? State: _____ Type: _____ Number: _____
<input type="checkbox"/> YES	<input type="checkbox"/> NO	Has your license ever been revoked or suspended?
<input type="checkbox"/> YES	<input type="checkbox"/> NO	If applying for a position that requires the use of your own automobile can you provide proof of automobile liability insurance?

EDUCATION

NAME & LOCATION	YRS COMPLETED	GRADUATE	COURSE OF STUDY / DEGREE
HIGH SCHOOL		<input type="checkbox"/> YES <input type="checkbox"/> NO	
COLLEGE		<input type="checkbox"/> YES <input type="checkbox"/> NO	
TRADE, BUSINESS OR CORRESPONDENCE		<input type="checkbox"/> YES <input type="checkbox"/> NO	

SKILLS, LICENSES & CERTIFICATIONS List special skills, licenses or certifications that may qualify you for work

EMPLOYMENT HISTORY *List your last four employers, beginning with the most recent, including military experience*

FROM	TO	EMPLOYER	PHONE #
JOB TITLE	ADDRESS		
SUPERVISOR NAME	DESCRIBE RESPONSIBILITIES & DUTIES OF THE POSITION		
REASON FOR LEAVING	HOURLY RATE / SALARY		
	START \$ _____ PER _____ FINAL \$ _____ PER _____		
FROM	TO	EMPLOYER	PHONE #
JOB TITLE	ADDRESS		
SUPERVISOR NAME	DESCRIBE RESPONSIBILITIES & DUTIES OF THE POSITION		
REASON FOR LEAVING	HOURLY RATE / SALARY		
	START \$ _____ PER _____ FINAL \$ _____ PER _____		
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	START \$ _____ PER _____ FINAL \$ _____ PER _____		

REFERENCES

NAME	PHONE #	YRS KNOWN
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AGREEMENT

1. I certify that the information which I have provided on this application is true and correct, and I understand that it is subject to validation by the Employer.
1. I authorize the persons, schools, law enforcement agencies and other organizations, employers, or references named in this application to provide the Employer with any other pertinent information, personal or otherwise, and release all parties from liability for any damage which may result from furnishing such information to the Employer.
1. I understand and agree that:
 - A) Any misstatement or omission of information on this application could result in my rejection for employment, or if employed, my termination of employment at any time.
 - B) This application is not an offer, contract, or guarantee of employment or continued employment and no statement to the contrary will be effective or enforceable. Should I become an employee, my employment can be modified or terminated with or without cause, and with or without notice, for any reason or for no reason, at any time, at the option of either the Employer or myself. No department head, manager, or any other representative of the Employer has any authority to enter into any agreement for employment for any specified period of time, or to make any other agreement contrary to the foregoing, with the sole exception of the President of the Employer in a signed written agreement.
 - C) Business needs may at time make the following conditions mandatory: overtime, work scheduled holidays, shift work, shift changes, a rotating work schedule, or a work schedule other than Monday through Friday.

SIGNATURE OF APPLICANT	DATE
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