

# Employment Application

Name	Email Address	
Address	Phone	Best Time to Contact?
Position Applied for	Position is <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Temporary/Internship	
Referral Source	Date Available	Desired Salary Range

## Current Employment

Are you currently employed?	If yes, where?
May we contact you at work?	Work Number

## Eligibility

Are you legally eligible for employment in the U.S.?  Yes  No

Are you at least 18 years old?  Yes  No

Have you worked under a different name before? If yes, explain: \_\_\_\_\_

Have you ever been convicted of a crime? If yes, state crime(s) and date(s): \_\_\_\_\_

Are any felony charges pending against you? If yes, explain: \_\_\_\_\_

Please list other current employment or sideline businesses: \_\_\_\_\_

Would you want to continue if employed by Prein&Newhof?  Yes  No

## Education

	Name/Location	Years Completed	Diploma/Degree	GPA
High School				
Undergraduate School				
Graduate School				
Business/Trade School				

## References

Name	Relationship	Phone
Name	Relationship	Phone
Name	Relationship	Phone

## Employment History

List below past and present employers, starting with your most recent employer. Include any job-related military service assignments. You may exclude organizations which indicate race, color, religion, gender, national origin, disabilities or other protected status. If you need additional space, please continue on a separate sheet of paper.

Company Name	Address	Phone Number
Position	Supervisor's Name	May we contact him/her?
Dates Employed	Reason(s) for Leaving	Starting Wage & Ending Wage
Description of Duties		
Company Name	Address	Phone Number
Position	Supervisor's Name	May we contact him/her?
Dates Employed	Reason(s) for Leaving	Starting Wage & Ending Wage
Description of Duties		

## Applicant Statement

I hereby affirm that the information provided in this application (and accompanying resume and other documents, if any) is true and complete. I also agree that any false information, misrepresentations, or omission—verbal or written—may disqualify me from further consideration for employment and may result in discipline or dismissal if discovered at a later date.

I authorize a thorough investigation of all statements and references contained in this application and of my employment history, including discipline and attendance records, and agree to cooperate in such investigation. I release from all liability and responsibility all persons, corporations and other entities requesting or supplying such information and waive any right to notice of such disclosure.

Should I receive a conditional offer of employment, I agree to submit to a physical and/or psychological medical examination. I further authorize any physician or entity conducting such medical examination to release the results of such examination to Prein&Newhof. I also understand that if I have a protected disability that affects my ability to perform the essential functions of the job I seek, I may ask Prein&Newhof to attempt to make a reasonable accommodation for it. I must let Prein&Newhof know of my need for accommodation as soon as possible.

I give my consent for Prein&Newhof through an authorized testing service of its choice, to collect blood, urine, hair, or saliva samples from me and to conduct any other necessary medical tests to determine the presence of alcohol, drugs, or controlled substances. Further, I give my consent for the release of the test results and other relevant medical information to authorized management for appropriate review. If I am accepted for employment by Prein&Newhof, I consent to be tested in the above manner during my employment when, in the Company's judgment, such testing is appropriate, and I acknowledge that remaining free of illegal drug use and complying with the Company's substance abuse policy is a condition of my employment.

I understand that all employees of Prein&Newhof are employed on an at will basis and are subject to termination at any time, with or without prior notice, discipline, or warning, for any or no reason. No person other than the President of Prein&Newhof has authority to offer employment for any specified period or to make any different agreement. No such agreement by the President will be enforceable unless it is in writing, pertains specifically to me, and is signed by the President. Without limiting the foregoing, I further understand that I am required to abide by all rules and regulations of Prein&Newhof, and to work the hours, days and shifts (either day or night) scheduled by the management of the location where I am employed.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_