



WBENC Certified Women-Owned Small Business

## APPLICATION FOR EMPLOYMENT

Full Name \_\_\_\_\_

Present Address \_\_\_\_\_  
Street / P.O. Box City State Zip Code

Phone \_\_\_\_\_ Email Address \_\_\_\_\_

### EDUCATION

High School Diploma/GED/HiSET? Yes No

Name	Location	Phone	Diploma/Degree/Specialization
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High School \_\_\_\_\_

College/University \_\_\_\_\_

Courses & Training \_\_\_\_\_

### WORK EXPERIENCE (List most recent work experience first.)

Company Name \_\_\_\_\_ Immediate Supervisor \_\_\_\_\_

Company Address \_\_\_\_\_  
Street / P.O. Box City State Zip Code

Job Title \_\_\_\_\_ Phone \_\_\_\_\_

Job Description (duties, skills, equipment used)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dates \_\_\_\_\_ Reason for Leaving \_\_\_\_\_  
to and from Final Hourly Rate/Salary

### WORK EXPERIENCE

Company Name \_\_\_\_\_ Immediate Supervisor \_\_\_\_\_

Company Address \_\_\_\_\_  
Street / P.O. Box City State Zip Code

Job Title \_\_\_\_\_ Phone \_\_\_\_\_

Job Description (duties, skills, equipment used)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dates \_\_\_\_\_ Reason for Leaving \_\_\_\_\_  
to and from Final Hourly Rate/Salary

Have you been interviewed or employed here before?

List any Relatives and/or Friends employed here:

Are you legally eligible for employment in this country?

Full-Time, Part-Time, or Temporary?

Date available to start:

Have you ever plead "guilty" or "no contest" to, or been convicted of a criminal offense (felony or misdemeanor)? If Yes, explain:

Four horizontal lines for providing an explanation of criminal offenses.

Are you able to meet the attendance requirements for the position?

If no, please explain:

If you are under 18, and it is required, can you furnish a work permit?

If no, please explain:

Three horizontal lines for providing an explanation regarding work permit requirements.

Licenses, Certificates, special skills, etc.

Three horizontal lines for listing licenses, certificates, or special skills.

**REFERENCES** (References should have experience with your work history.)

Table with 3 columns: Name, Location, Phone. Includes three horizontal lines for data entry.

**To be completed by all applicants-Please read carefully before signing**

I certify that the information contained in this application and in any resume provided by me or any party representing my interests is correct and complete to the best of my knowledge. I understand that any false statements, misrepresentations or omissions made by me on this application or any supplement thereto, will be sufficient grounds for rejection of this application or discharge after employment.

I give the Employer the right to obtain pertinent information concerning me from former employers and others, and I release all those providing or requesting such information from any liability that may arise by truthful disclosures or such investigations.

If I am hired, I understand that I am free to resign at any time, with or without cause and without prior notice, and the Employer reserves the same right to terminate my employment at any time with or without cause and without prior notice, except as may be required by law. I understand that if hired I will be subject to drug and alcohol testing. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that no representative of the Employer, other than an authorized officer, has the authority to make any assurances to the contrary. I further understand that any such assurances must be in writing and signed by an authorized officer.

I understand it is the Company's policy not to refuse to hire a qualified individual with a disability because of that person's need for a reasonable accommodation as required by the ADA.

I also understand that if I am hired, I will be required to provide proof of identity and legal work authorization.

**Your signature acknowledges you have read and agree to the material above.**

Signature \_\_\_\_\_ Date \_\_\_\_\_

Flexospan is an Equal Opportunity Employer. We comply with all applicable Federal, State, and Local laws concerning discrimination in employment. No question in this application is intended to elicit information in violation of any such law nor will any information obtained in response to any question be used in violation of any such law.