

North Shreve Enterprises, Inc.

Employment Application

Date: _____

Personal Information

Name (Last, First, MI)

Street address

City, State, Zip

Home phone number

Work phone number

Facsimile number

E-mail address

Social security number

Driver's license number/state/expiration

(if job involves any driving)

Employment Desired

Position applied for

How did you hear about this position?

Date available for work

Desired rate of pay & full time / part time

Education

	Name and Address of School	Course of Study	Total Years of Study	Degree/ Diploma
High School				
Undergraduate College				
Graduate/ Professional				
Other (Specify)				

List any seminars, classes or other education not listed above which may help qualify you for this position (if you need additional space, please use page 7):

Last Name, First Initial:

Today's Date:

Employment Application

Employment History

List below all present and past employers over the past ten years, starting with your **most recent** employer. Account for all periods of unemployment. You must complete this section even if attaching a resume. May we contact your current employer? ☐ YES ☐ NO

1.	Employer (current <input type="checkbox"/> Yes <input type="checkbox"/> No)		Start Date	End Date	Essential job functions of final position
	Address				1.
	City, State, Zip		Starting Salary	Ending Salary	2.
	Phone number				3.
	Fax number	Supervisor(s)		4.	
	Job position(s)	E-mail address of supervisor			
	Reason(s) for leaving				
What value did you add to this company or its customers?					
2.	Employer		Start Date	End Date	Essential job functions of final position
	Address				1.
	City, State, Zip		Starting Salary	Ending Salary	2.
	Phone number				3.
	Fax number	Supervisor(s)		4.	
	Job position(s)	E-mail address of supervisor			
	Reason(s) for leaving				
What value did you add to this company or its customers?					

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Employment History

3.	Employer		Start Date	End Date	Essential job functions of final position
	Address				1.
	City, State, Zip		Starting Salary	Ending Salary	2.
	Phone number				3.
	Fax number	Supervisor(s)		4.	
	Job position(s)	E-mail address of supervisor			
	Reason(s) for leaving				
	What value did you add to this company or its customers?				
4.	Employer		Start Date	End Date	Essential job functions of final position
	Address				1.
	City, State, Zip		Starting Salary	Ending Salary	2.
	Phone number				3.
	Fax number	Supervisor(s)		4.	
	Job position(s)	E-mail address of supervisor			
	Reason(s) for leaving				
	What value did you add to this company or its customers?				

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Additional Information

List any professional, trade, business or civic activities and offices held. You may exclude membership that would reveal gender, race, religion, national origin, ancestry, age, disability or any other protected status.

List any languages other than English that you can speak, read or write that could be of benefit to the position applied for:

	Fluent	Good	Fair
Speak			
Read			
Write			

Identify formal job training that relates to this position such as running CNC Eq., Welding Certification, Crane Operator etc:

Identify what skills or certification you possess related to this position:

If you are hired, what value would you add to our company?:

If you are hired on a 30 days trial period with pay adjusted at the end of the 30 days according to value to North Shreve:

What rate of pay per hour will you be willing to start at to allow North Shreve to see your abilities. \$

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Additional Information

Have you ever been employed with this company before? ☐ Yes ☐ No
If Yes, when? _____

Do you have any friends or relatives employed by this company? ☐ Yes ☐ No
If Yes, please provide their names and relationship to you: _____

Are you currently employed? ☐ Yes ☐ No
May we contact your employer? ☐ Yes ☐ No
Are you currently on "lay off" status and subject to recall? ☐ Yes ☐ No

If you are under 18 years of age, can you provide proof of your eligibility to work? ☐ Yes ☐ No

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

Are you able to perform all of the essential functions of the job for which you are applying with or without reasonable accommodation? ☐ Yes ☐ No

If hired, are there any accommodations the company would need to provide so that you can perform all those essential functions and duties of the position being applied for? ☐ Yes ☐ No
If Yes, please explain: _____

If driving is a requirement of the position applied for, have you in the last 7 years been convicted of Driving Under the Influence "(DUI)" ☐ Yes ☐ No ☐ N/A

If hired, do you have a reliable means of transportation to and from work? ☐ Yes ☐ No

If hired, would you be able to travel or work overtime as needed? ☐ Yes ☐ No

Have you ever been convicted of a felony or misdemeanor?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If Yes, please explain: _____	

A criminal record does not constitute an automatic bar to employment and will be considered only as it substantially relates to the job in question. If you are applying for a position with our company in the following states, please read the following instructions before responding.

References		
List below three persons not related to you who have knowledge of your work performance within the last 5 years		
Name		Occupation
Company name	Address	
Telephone	E-mail	Relationship & years acquainted
Name		Occupation
Company name	Address	
Telephone	E-mail	Relationship & years acquainted
Name		Occupation
Company name	Address	
Telephone	E-mail	Relationship & years acquainted
Additional Space		
Additional space provided to expand on any points or questions asked previously in this application		

