

# Area Diesel Service, Inc.

## Application for Employment

PLEASE COMPLETE ALL PAGES ALONG WITH SIGNATURE AND DATE

### General

(Please Print Legibly)

Name \_\_\_\_\_  
Last First Middle Initial

Current Address \_\_\_\_\_  
Number Street City St Zip Code

How long at current address? \_\_\_\_\_ Social Security # \_\_\_\_ - \_\_\_\_ - \_\_\_\_

Telephone (\_\_\_\_) \_\_\_\_\_ If under 18, please list age \_\_\_\_\_

Position Applied For \_\_\_\_\_ Desired Rate of Pay \_\_\_\_\_

Have you applied with us before? Yes No Date available to start work \_\_\_\_\_

Are you currently employed? Yes No If yes, may we contact them? Yes No

Are you willing to travel, if necessary? \_\_\_\_\_

Are you legally eligible for employment in the U.S.? \_\_\_\_\_

Are you currently on "lay-off" status and subject to recall? \_\_\_\_\_

### References

Please list three references other than relatives or previous employers.

1) \_\_\_\_\_  
Name Phone Number

2) \_\_\_\_\_  
Name Phone Number

3) \_\_\_\_\_  
Name Phone Number

Have you ever had any job related training in the United States Military? Yes No

If yes, please describe \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Driving Information

Do you have a valid Driver's License? Yes No

Driver's License # \_\_\_\_\_ State of Issue \_\_\_\_\_ Exp. Date \_\_\_\_\_

Have you had any accidents in the past 3 years? Yes No How many? \_\_\_\_\_

Have you had any moving violations in the past 3 years? Yes No How many? \_\_\_\_\_

## Education

Type of School	Name of School	Location	Number of Years Completed	Degree Earned
High School				
College				
Trade School				
Professional School				

## Employment History

Please list your work experience for the past five years, beginning with the most recent job held. If you were self employed, give firm name. Attach additional sheets if necessary.

Name of Employer \_\_\_\_\_

Address \_\_\_\_\_ Phone # \_\_\_\_\_

Job Title \_\_\_\_\_ Employment Dates: From \_\_\_\_\_ To \_\_\_\_\_

Name of last supervisor \_\_\_\_\_

Reason for leaving (please be specific) \_\_\_\_\_

List the jobs you held, duties performed, skills used or learned, advancements or promotions received while you worked for this employer \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Employment History (Continued)

Please list your work experience for the past five years, beginning with the most recent job held. If you were self employed, give firm name. Attach additional sheets if necessary.

Name of Employer \_\_\_\_\_

Address \_\_\_\_\_ Phone # \_\_\_\_\_

Job Title \_\_\_\_\_ Employment Dates: From \_\_\_\_\_ To \_\_\_\_\_

Name of last supervisor \_\_\_\_\_

Reason for leaving (please be specific) \_\_\_\_\_

List the jobs you held, duties performed, skills used or learned, advancements or promotions received while you worked for this employer \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Employment History (Continued)

Please list your work experience for the past five years, beginning with the most recent job held. If you were self employed, give firm name. Attach additional sheets if necessary.

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Address \_\_\_\_\_ Phone # \_\_\_\_\_

Job Title \_\_\_\_\_ Employment Dates: From \_\_\_\_\_ To \_\_\_\_\_

Name of last supervisor \_\_\_\_\_

Reason for leaving (please be specific) \_\_\_\_\_

List the jobs you held, duties performed, skills used or learned, advancements or promotions received while you worked for this employer \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Have you ever been convicted of a crime? Yes No

If yes, please explain the number of conviction(s), nature of offense(s) leading to conviction(s), how recently such offense(s) was/were committed, sentence(s) imposed, and type(s) of rehabilitation. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Area Diesel Service, Inc. considers applicants for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, the presence of a non-job related medical condition or handicap, or any other legally protected status.

I certify that the answers given herein are true and complete to the best of my knowledge. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. This application for employment shall be considered active for a period of time not to exceed 45 days. Any applicant wishing to be considered for employment beyond this time period should file a new application at that time.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the employee may resign at any time and the employer may discharge the employee at any time, with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the employer.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

**For Personnel Department Use Only**

Arrange Interview Yes No

Remarks \_\_\_\_\_  
\_\_\_\_\_

Interviewer \_\_\_\_\_ Date \_\_\_\_\_

Employed Yes No      Date of Employment \_\_\_\_\_

Job Title \_\_\_\_\_ Salary/Hourly Rate \_\_\_\_\_

By \_\_\_\_\_  
NAME AND TITLE DATE