



Industrial Sales Company, Inc.
Application for Employment

Industrial Sales Company, Inc. is an equal opportunity employer dedicated to a policy of nondiscrimination in employment upon any basis, including race, color, creed, religion, sex, national origin, ancestry, marital status, military status, or disability. Please keep in mind that the questions contained in this application are not intended to be discriminatory based on any non-job-related information.

Personal Data

Name _____

Date Available: _____

Social Security Number _____

Current Address _____

Daytime Phone: _____

Evening Phone: _____

Position Applied For: _____

Salary Range Desired: _____

Type of Work Desired: _____ Full Time _____ Part Time _____ Temporary

General Information

- 1. Have you ever applied for a job with us in the past? If yes, please give the date of application and the position for which you applied. State your name at that time, if different from present name.
2. Have you ever been employed by us? If yes, please give dates of employment, position(s) held, and state your name while employed if different from present name.
3. Will you be able to work during the normal days and hours required for the position(s) for which you are applying? If not, please explain.
4. Do you have any commitments with another employer that might affect your employment here? If yes, please explain.
5. Have you been convicted of a felony, or released from prison for a felony conviction in the past 10 years? Note: A yes answer will not automatically disqualify you from employment, and the conviction's relevance to your ability to perform the job applied for will be considered.
6. Have you been charged with a crime that has not yet resulted in a plea of guilty, court trial or a dropping of the charge? Note: A yes answer will not automatically disqualify you from employment. If yes, explain:
7. Do you have any experience from your military service that would be relevant to the job for which you are applying? If yes, explain.
8. Do you have all the licenses and professional certifications necessary to perform the job(s) for which you are applying? If no, explain:

9. Where the job involves Accounts Receivable, Accounts Payable, handling cash, etc: Have you ever been convicted, pled guilty or pled "no contest" to any criminal offense involving dishonesty or a breach of trust, including, but not limited to, theft, fraud, passing bad checks, credit card fraud, forgery, or other crime? If yes, explain. If you were charged, but the charges were dropped, or you were acquitted, answer "No". _____ Yes _____ No

10. Have you ever been involved in a civil lawsuit where you were alleged to have committed wrongful acts related to employment? If yes, explain, including the outcome. Note: A "Yes" answer will not automatically disqualify you from employment. _____ Yes _____ No

Employment History

Present & Former Employers (List Most Recent First) May we contact your present employer? _____

1. Company Name: _____
 Address: _____
 Job Title/Duties: _____

Dates of Employment: From _____ To: _____
 Reason for Leaving: _____
 Supervisor: _____ Phone: _____
 Your name while employed: _____

2. Company Name: _____
 Address: _____
 Job Title/Duties: _____

Dates of Employment: From _____ To: _____
 Reason for Leaving: _____
 Supervisor: _____ Phone: _____
 Your name while employed: _____

3. Company Name: _____
 Address: _____
 Job Title/Duties: _____

Dates of Employment: From _____ To: _____
 Reason for Leaving: _____
 Supervisor: _____ Phone: _____
 Your name while employed: _____

4. Company Name: _____
 Address: _____
 Job Title/Duties: _____

Dates of Employment: From _____ To: _____
Reason for Leaving: _____
Supervisor: _____ Phone: _____
Your name while employed: _____

5. Company Name: _____
Address: _____
Job Title/Duties: _____

Dates of Employment: From _____ To: _____
Reason for Leaving: _____
Supervisor: _____ Phone: _____
Your name while employed: _____

Please account for any time you were not employed in the past ten years.

Time Periods

Reasons for Unemployment

Educational Data

Schools Attended	Name of School and Location	Did you Graduate?	Degree/Diploma	Major Course of Study
High School	_____	_____	_____	_____
Technical, Vocational, Business, or Military	_____	_____	_____	_____
College/University	_____	_____	_____	_____
Graduate School	_____	_____	_____	_____

Additional job-related seminars, courses, workshops, or other educational experiences:

References

List three individuals who are not former employers or relatives.

Name *Address* *City, State, Zip* *Phone* *Occupation*

Please list and describe any paid or unpaid activities, honors, experience, or training that might aid you in performing the job(s) for which you have applied, and have not been listed previously in this application. Omit any activities, honors, memberships or other items that tend to identify your religion, race, sex, national origin, age, disability or other personal traits.

Please add any additional information you think may be relevant to a decision to hire you:

IMPORTANT!
Read carefully and initial each paragraph before signing.

By my signature and initials placed below, I promise that the information provided in this employment application (and accompanying resume, if any) is true and complete and I understand that any false information or significant omissions may disqualify me from further consideration for employment, and may be justification for my dismissal from employment, if discovered at a later date. I agree to immediately notify Industrial Sales Company if I should be convicted of a felony, or any crime involving dishonesty or a breach of trust while my application is pending, or during my period of employment, if hired.

_____ Initials

I authorize the investigation of all statements contained in this application, and authorize Industrial Sales Company to contact my present employer, past employers, and listed references. I release Industrial Sales Company and its employees from any and all claims or legal liability related to the making of such investigation.

_____ Initials

I authorize any person, school, current employer, past employer, and organization named in this application form to provide Industrial Sales Company with relevant information and opinions that may be useful to Industrial Sales Company in making a hiring decision, and I release such persons and organizations from any legal liability in making such statements.

_____ Initials

I understand that this application does not, by itself, create a contract of employment. I understand and agree that, if hired, my employment is for no definite period of time, and may, regardless of the date of payment of my wages or salary, be terminated at will, at any time, with or without cause or notice. I understand that no person is authorized to change any of the terms mentioned in this employment application form.

_____ Initials

Date: _____ Signed: _____