



## APPLICATION FOR EMPLOYMENT

We consider applications for all positions without regard to race, color, religion, creed, sex, national origin, disability, sexual orientations, citizenship status or any other legally protected status.

Position(s) Applied For \_\_\_\_\_

Date of Application \_\_\_\_\_

How Did You Learn About Us?

- ☐ Advertisement    ☐ Relative    ☐ Inquiry  
☐ Employment Agency    ☐ Friend    ☐ Other \_\_\_\_\_

### PERSONAL INFORMATION

Name \_\_\_\_\_

Last

First

Middle

Maiden

Present address \_\_\_\_\_

Number

Street

City

State

Zip

Telephone (\_\_\_\_) \_\_\_\_\_

Social Security No. \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

E-mail \_\_\_\_\_

Best time to contact you is: \_\_\_\_\_

:\_\_\_\_AM/PM

If you are under 18 years of age, can you provide, proof of your eligibility to work?

☐ Yes

☐ No

Have you ever filed an application with us before?.....

☐ Yes

☐ No

If Yes, give date \_\_\_\_\_

Have you ever been employed with us before?.....

☐ Yes

☐ No

If Yes, give date \_\_\_\_\_

Do any of your friends or relatives, other than spouse, work here?.....

☐ Yes

☐ No

Are you currently employed?.....

☐ Yes

☐ No

May we contact your present employer?.....

☐ Yes

☐ No

Are you prevented from lawfully becoming employed in this Country because of Visa or Immigration Status

*Proof of citizenship or immigration status will be required upon employment....*

☐ Yes

☐ No

Date available for work \_\_\_\_/\_\_\_\_/\_\_\_\_ What is your salary range? \_\_\_\_\_

Are you available to work:

☐ Full-Time

(please indicate 1 2 3 shift)

☐ Part-Time

(please indicate Morning Afternoon Evenings)

☐ Temporary

(please indicate dates available \_\_\_\_/\_\_\_\_/\_\_\_\_ - \_\_\_\_/\_\_\_\_/\_\_\_\_)

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

☐ Yes

☐ No

Can you travel if a job requires it? \_\_\_\_\_

☐ Yes

☐ No

Have you been convicted of a felony within the last five years? \_\_\_\_\_

☐ Yes

☐ No

Do you have any founded reports of child abuse or substantiated abuse?

☐ Yes

☐ No

If Yes, please explain. \_\_\_\_\_

## EDUCATION

TYPE OF SCHOOL	NAME OF SCHOOL/LOCATION	COURSE OF STUDY	YEARS COMPLETED	DIPLOMA DEGREE
High School				
College				
Business or Trade School				
Professional or Graduate School				

**Describe any specialized training, apprenticeship, skills and extra-curricular activities.**

---



---



---



---



---



---



---

**Describe any job-related training received in the United States military.**

---



---



---



---



---



---



---

## WORK EXPERIENCE

Start with your present or last job. Include any job-related military service assignments and volunteer activities.

Name of Employer Address City, State, Zip Phone number	Name of last supervisor	Employment dates	Pay or salary
		From To	Start Final
	Your last job title		
Reason for leaving (be specific)			
List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.			

Name of Employer Address City, State, Zip Phone number	Name of last supervisor	Employment dates	Pay or salary
		From To	Start Final
	Your Last Job Title		
Reason for leaving (be specific)			
List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.			

Name of Employer Address City, State, Zip Phone number	Name of last supervisor	Employment dates	Pay or salary
		From To	Start Final
	Your last job title		
Reason for leaving (be specific)			
List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.			

## WORK EXPERIENCE

Name of Employer Address City, State, Zip Phone number	Name of last supervisor	Employment dates	Pay or salary			
		From To	Start Final			
	Your last job title					
Reason for leaving (be specific)						
List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.						

## REFERENCES

Please list below three persons not related to you who have knowledge of your work performance and/or personal qualifications within the last 5 years.

Name		Occupation
Company name	Address	
Telephone	E-mail	Years acquainted

Name		Occupation
Company name	Address	
Telephone	E-mail	Years acquainted

Name		Occupation
Company name	Address	
Telephone	E-mail	Years acquainted

## APPLICATION FORM WAIVER

**Please read each paragraph closely, initial each, and sign below**

I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment and that the answers given by me are true and correct to the best of my knowledge. I further certify that I, the undersigned applicant, have personally completed this application. I understand that any omission or misstatement of material fact on this application or any other document used to secure employment shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery.

I hereby authorize Eastco Diversified Services to thoroughly investigate my references, work records, education, driving record, credit history, criminal background and other matters related to my suitability for employment. I further authorize the employers, schools and other references I have listed to disclose to Eastco Diversified Services any and all documents, transcripts, letters, reports and other information related to these references, without giving me prior notice of such disclosure.

I understand that nothing contained in the application, or conveyed during any interview which may be granted, or during my employment, if hired, is intended to create an employment contract between me and Eastco Diversified Services, other than one that is "at will." I understand and agree that if I am employed, my employment will be of an "at will" nature, whereby either the employee or the employer may terminate the employment relationship at any time, with or without cause or notice. I further understand that my employment, if hired, is for no definite or determinable period of time and may be terminated at any time, at the option of either myself or Eastco Diversified Services, and that no promise or representation contrary to the foregoing is binding on the company unless made in writing and signed by me and the company's designated representative.

**Signature of applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Eastco Diversified Services is an equal employment opportunity employer. We adhere to a policy of making employment decisions without regard to race, color, religion, sex, sexual orientation, national origin, citizenship, age, or disability. We assure you that your opportunity for employment with Eastco Diversified Services depends solely on your qualifications.

**Thank you for completing this application form and for your interest in our business.**

### FOR PERSONNEL DEPARTMENT USE ONLY

Arrange Interview ☐ Yes ☐ No

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

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

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

By \_\_\_\_\_  
Name and Title Date