

SUNBELT CUSTOM MINERAL

APPLICATION FOR EMPLOYMENT

PERSONAL INFORMATION

Date _____
Name _____ Last First Middle
Present Address _____ Number Street City State Zip
Telephone (____) _____
E-mail _____ If under 18, please list age _____
Social Security Number _____ - _____ - _____

EMPLOYMENT DESIRED

Positions(s) Applied For	Days/Hours Able to Work
Pay Desired	When Can You Start?
Employment Desired - <input type="checkbox"/> FULL-TIME ONLY <input type="checkbox"/> PART-TIME ONLY <input type="checkbox"/> FULL OR PART-TIME	

EDUCATION

TYPE OF SCHOOL	NAME AND LOCATION OF SCHOOL	YEARS COMPLETED	DID YOU GRADUATE?	MAJOR & DEGREE / SUBJECTS
Grammar School				
High School				
College				
Professional, Graduate, or Trade School				

WORK EXPERIENCE

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

Name of Employer	Name of Last Supervisor	Employment Dates	Pay or Salary Per Hour
Address			
City, State, Zip		From:	Start:
Phone Number		To:	Final:
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	Name of Last Supervisor	Employment Dates	Pay or Salary Per Hour
Address			
City, State, Zip		From:	Start:
Phone Number		To:	Final:
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.			

Special Skills _____

Certifications _____

1. Are you currently employed? Yes No
 2. May we contact your present employer? Yes No
 3. Did you complete this application yourself Yes No
 If not, who did?

4. Have you ever been convicted of a felony? Yes No
 If yes, explain 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.

5. Have you ever been in the armed forces? Yes No
 Specialty _____ Date Entered _____ Discharge Date _____

6. If hired, can you provide proof of U.S. citizenship or proof of your legal right to live and work in this country? Yes No
 7. Have you ever been employed with this company? Yes No

If yes, when? _____

8. Do you have any friends or relatives employed by this company? Yes No
 If yes, please provide their names and relationship to you.

9. If hired, would you have a reliable means of transportation to and from work? Yes No
 10. Are you able to perform the essential functions and duties of the job for which you are applying? Yes No
 If not, please describe the functions or duties you are unable to perform.

REFERENCES

Please list below two people 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

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 Sunbelt Custom Mineral 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 Sunbelt Custom Mineral any and all documents, transcripts, letters, reports and other information related to these references, without giving me prior notice of such disclosure. I hereby release Sunbelt Custom Mineral, my former employers, and all other persons, corporations, partnerships and associations from any and all claims, demands or liabilities arising out of or in any way related to such investigation or disclosures.

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 Sunbelt Custom Mineral 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 Sunbelt Custom Mineral, 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: _____

Electronic Signature or Physical Signature

Sunbelt Custom Mineral 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 Sunbelt Custom Mineral depends solely on your qualifications.

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

E-mail – info@sunbeltcustommineral.com Fax – (903) 885-9815

