

# Dalco Enterprises, Inc.

## APPLICATION FOR EMPLOYMENT

DATE: \_\_\_\_\_ POSITION APPLIED FOR: \_\_\_\_\_

Previously applied:  yes  no (do not list "any")

Referred by: \_\_\_\_\_ Date Available for Work: \_\_\_\_\_  
(advertisement, relative, friend, agency, walk-in, other)

**INSTRUCTIONS:** Please read carefully. **Every item on this form must be answered to the best of your ability.** Please **print and use a pen.** Your qualifications will be carefully reviewed and you will be given thorough consideration for any suitable vacancy. Upon employment, this application will become part of your permanent record at Dalco Enterprises, Inc.. Keep this in mind as you complete it. **Special Note:** You are not required to supply any information that is prohibited by Federal, State, or Local law. We are an Equal Opportunity Employer. **Dalco Enterprises, Inc., does not discriminate on the basis of race, color, religion, gender, national origin, pregnancy, marital status, citizenship, age, marital status, disability** or any other legally protected class. **You may request assistance in completing this application.**

### PERSONAL

Name \_\_\_\_\_ Telephone Number: ( \_\_\_\_\_ ) \_\_\_\_\_

First M. I. Last

Street \_\_\_\_\_ Box \_\_\_\_\_ City \_\_\_\_\_ ST \_\_\_\_\_ Zip \_\_\_\_\_

Cell/Digital Phone \_\_\_\_\_ E-Mail Address \_\_\_\_\_ @ \_\_\_\_\_

Are you presently authorized to work full-time lawfully in the U.S.A.?\*\*  yes  no

Are you going to require a sponsorship now or in the future? \*\*  yes  no

\*\*You will be required to comply with the US Immigration regulations to prove your identify and right to work in the United States.

If younger than 18, state your age here \_\_\_\_\_

### Answer these questions for all positions requiring the use of a vehicle:

Do you hold a current and valid driver's license?  yes  no

Have you received a ticket for a moving violation in the past three years?  yes  no If yes, list here: \_\_\_\_\_

Do you hold a current and valid Commercial driving license?  yes  no If yes, what state? \_\_\_\_\_

### EDUCATION

High School (Name and Address) \_\_\_\_\_

Did you graduate? \_\_\_\_\_ If no, last grade completed \_\_\_\_\_ G.E.D. Obtained? \_\_\_\_\_ Grade Average \_\_\_\_\_

College/University (Name and Location) \_\_\_\_\_

College/University (Name and Location) \_\_\_\_\_

Did you graduate? \_\_\_\_\_ If no, number of hours completed \_\_\_\_\_ Grade Point Average \_\_\_\_\_ Degree \_\_\_\_\_

Major \_\_\_\_\_ Minor \_\_\_\_\_ If attending, date of graduation \_\_\_\_\_

Other Education \_\_\_\_\_

Awards, Honors, Leadership Roles: \_\_\_\_\_

### MILITARY not applicable

List service in U.S. Military: Branch \_\_\_\_\_ Number of years served: \_\_\_\_\_

Military experience that may be applicable to your employment here: \_\_\_\_\_

### GENERAL EMPLOYMENT INFORMATION

- List here equipment with which you have experience and training. (Examples: cash register, small tools, forklift, word processor, calculator, computers, etc): \_\_\_\_\_
- Are you willing to relocate? \_\_\_\_\_ If yes, state location preferred \_\_\_\_\_
- Are you willing to travel if the job requires it? \_\_\_\_\_ Yes \_\_\_\_\_ No, Why not? \_\_\_\_\_
- Salary Desired per \_\_\_\_\_ hour or \_\_\_\_\_ annually. Number of hours available per week? \_\_\_\_\_  No preference
- Type of Employment sought:  regular full time  regular part time  temporary  seasonal  as needed

5. Which of the following are you available: **Days:**  yes  no **Nights:**  yes  no  
**Weekends:**  yes  no **Holidays:**  yes  no **Shift Work:**  yes  no
6. Indicate hours you are available to work on the following days (or check *Anytime*, if you have no restrictions)  
Monday \_\_\_\_\_ to \_\_\_\_\_ Tuesday \_\_\_\_\_ to \_\_\_\_\_ Wednesday \_\_\_\_\_ to \_\_\_\_\_ Thursday \_\_\_\_\_ to \_\_\_\_\_ Friday \_\_\_\_\_ to \_\_\_\_\_ Saturday \_\_\_\_\_ to \_\_\_\_\_ Sunday \_\_\_\_\_ to \_\_\_\_\_  
 Anytime  Anytime  Anytime  Anytime  Anytime  Anytime  Anytime
7. Are you currently on 'lay-off' status and subject to recall? \_\_\_ Yes \_\_\_ No
8. Are you able and willing to perform the essential functions of the job for which you are applying, including travel, if necessary?  
 yes  no  don't know • If no, indicate reason:  need different hours  need different days  need more training, Other, (explain accommodation needed:)

Indicate any foreign languages you can speak, read and/or write			
	FLUENT	GOOD	FAIR
SPEAK			
READ			
WRITE			

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**EXPERIENCE: List below all present and past employment, beginning with your most recent employer**

1. Employer \_\_\_\_\_ Starting Salary \_\_\_\_\_ per hour or week  
Address \_\_\_\_\_ Last Salary \_\_\_\_\_ per hour or week  
Kind of Business \_\_\_\_\_ Supervisor \_\_\_\_\_  
Job Title \_\_\_\_\_ Reason for Leaving:  Quit  Discharge  Retired  
Dates Employed \_\_\_\_\_ to \_\_\_\_\_  Laid Off Why? \_\_\_\_\_  
For Job Reference, call \_\_\_\_\_ at \_\_\_\_\_  
 Please do not contact this employer. Why not? \_\_\_\_\_

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2. Employer \_\_\_\_\_ Starting Salary \_\_\_\_\_ per hour or week  
Address \_\_\_\_\_ Last Salary \_\_\_\_\_ per hour or week  
Kind of Business \_\_\_\_\_ Supervisor \_\_\_\_\_  
Job Title \_\_\_\_\_ Reason for Leaving:  Quit  Discharge  Retired  
Dates Employed \_\_\_\_\_ to \_\_\_\_\_  Laid Off Why? \_\_\_\_\_  
For Job Reference, call \_\_\_\_\_ at \_\_\_\_\_  
 Please do not contact this employer. Why not? \_\_\_\_\_

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3. Employer \_\_\_\_\_ Starting Salary \_\_\_\_\_ per hour or week  
Address \_\_\_\_\_ Last Salary \_\_\_\_\_ per hour or week  
Kind of Business \_\_\_\_\_ Supervisor \_\_\_\_\_  
Job Title \_\_\_\_\_ Reason for Leaving:  Quit  Discharge  Retired  
Dates Employed \_\_\_\_\_ to \_\_\_\_\_  Laid Off Why? \_\_\_\_\_  
For Job Reference, call \_\_\_\_\_ at \_\_\_\_\_  
 Please do not contact this employer. Why not? \_\_\_\_\_

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4. Employer \_\_\_\_\_ Starting Salary \_\_\_\_\_ per hour or week  
Address \_\_\_\_\_ Last Salary \_\_\_\_\_ per hour or week  
Kind of Business \_\_\_\_\_ Supervisor \_\_\_\_\_  
Job Title \_\_\_\_\_ Reason for Leaving:  Quit  Discharge  Retired  
Dates Employed \_\_\_\_\_ to \_\_\_\_\_  Laid Off Why? \_\_\_\_\_  
For Job Reference, call \_\_\_\_\_ at \_\_\_\_\_  
 Please do not contact this employer. Why not? \_\_\_\_\_

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**In the following space , please describe briefly why you are applying for this position and describe your**

**strengths and talents and how our company will benefit from your work here (if you need more room, please attach paper to completed application):**

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**List professional, trade, business or civic activities and offices held.**

*You may exclude membership which would reveal gender, race, religion, national origin, age, ancestry, disability or other protected status:*

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**CONDITIONS OF EMPLOYMENT**

- I. The facts as stated on this application are true and correct. I understand that, if employed, false statements on this application may cause my immediate dismissal.
- II. I authorize such background investigations and personal reports as deemed necessary to: (1) verify that the information I have supplied is true and accurate: (2) determine my fitness for this job, and: (3) hold harmless those who have the responsibility to develop such a report. A copy of this authorization is as valid as the original.
- III. I understand that overtime work is a condition of employment.
- IV. In consideration of my employment, I agree to conform to the rules and regulations for employees. I understand: (1) I am an employee at will, (2) This application is not a contract of employment with Dalco Enterprises, Inc., (3) My employment and compensation can be terminated, with or without cause, at anytime, at the option of either Dalco Enterprises, Inc., or me. I understand that no representative of Dalco Enterprises, Inc., has any authority to enter into any verbal agreement for employment for any specified period of time or to make any agreement contrary to the foregoing and that no document, policy or practice of Dalco Enterprises, Inc., may change the foregoing unless it is expressly titled "Employment Agreement" and signed by both myself and an executive officer of Dalco Enterprises, Inc..
- V. I understand that I may be required to submit to a pre-employment, and post-employment test for fitness and/or substance abuse, if not prohibited by law.
- VI. Upon separation of employment, I authorize Dalco Enterprises, Inc., to withhold from my final pay check any monies owed to them by me (if not prohibited by law) for equipment, loans, products, services, materials or other assets in my possession not returned.
- VII. If not prohibited by law, I accept that any employment issue, complaint or conflict that cannot be resolved internally may be referred to Alternative Dispute Resolution.

**DATE** \_\_\_\_\_ **SIGNATURE** \_\_\_\_\_