

# APPLICATION FOR EMPLOYMENT



Sunset Manufacturing is an equal opportunity employer. It is the policy of the company to hire and promote on the basis of merit, experience, education, and job related qualifications and skills. No consideration is given to a persons race, religion, sex, age, color, national origin, disability, sexual orientation, or veteran status. All information asked for on this job application is to determine the suitability of an individual for the work applied for.

<b>Name</b> _____ address _____ City _____ State _____ zip _____ phone _____	Social security number <table border="1" style="display: inline-table; border-collapse: collapse; text-align: center;"> <tr><td style="width: 20px; height: 20px;"> </td><td style="width: 20px; height: 20px;"> </td><td style="width: 20px; height: 20px;"> </td><td style="width: 20px; height: 20px;"> </td><td style="width: 20px; height: 20px;"> </td><td style="width: 20px; height: 20px;"> </td><td style="width: 20px; height: 20px;"> </td><td style="width: 20px; height: 20px;"> </td></tr> </table> Drivers licence # _____ Have you ever applied here before? <table border="1" style="display: inline-table; border-collapse: collapse; text-align: center;"> <tr><td style="width: 40px;">Yes</td><td style="width: 40px;">No</td></tr> </table> Have you worked here before? <table border="1" style="display: inline-table; border-collapse: collapse; text-align: center;"> <tr><td style="width: 40px;">Yes</td><td style="width: 40px;">No</td></tr> </table>									Yes	No	Yes	No
Yes	No												
Yes	No												

**Position desired** \_\_\_\_\_ **Date you can start** \_\_\_\_\_ **Salary desired:** \_\_\_\_\_

Employment status sought; Full time  Part time  Temporary  Seasonal  Other

Are you currently employed \_\_\_\_\_ if so may we inquire of your present employer? \_\_\_\_\_ Shift desired \_\_\_\_\_

**Education**      Highest grade completed in high school 1 2 3 4      College 1 2 3 4      Graduate school 1 2 3 4 5 6 7

Please list below education history including college, trade schools, special training or apprenticeships.

Name of school or organization	Type of education or studies	#Years attended	Completed or graduated?

**Employment history, please list most recent job first.**

Company name	Position	From	month	year
Supervisor name	Salary \$ _____ per	To		
Phone number	Reason for leaving			
Company name	Position	From		
Supervisor name	Salary \$ _____ per	To		
Phone number	Reason for leaving			
Company name	Position	From		
Supervisor name	Salary \$ _____ per	To		
Phone number	Reason for leaving			
Company name	Position	From		
Supervisor name	Salary \$ _____ per	To		
Phone number	Reason for leaving			

**Personal references** list below 3 persons not related to you that you have known at least one year

Name	Phone number	How do you know this person	# of years known

# SUNSET MANUFACTURING APPLICATION FOR EMPLOYMENT

**PHYSICAL**

Due to the nature of work to be done at this facility we need to know each persons physical condition. This is for the safety of the employee and his or her co-workers, as well as determining suitability for employment.

**Circle below any of the following that you have or have had**

Defective eyesight	Hernia	Dizziness	Arthritis
Back problems	Rupture	Heart trouble	Defective hearing

Can you lift seventy pounds?  Yes  No      Can you stand full time?  Yes  No

List physical challenges that you have that could affect your work abilities to perform in the position you are applying for only.

List all injuries for which you received workmen's compensation.

Are you willing to submit to a drug test now?  Yes  No

Are you willing to submit to drug tests while  
employed on a random or selective basis?  Yes  No

Are there any special accommodations that you would require in order to perform the job that you are applying for?  Yes  No  
if so please explain.

List other abilities or experiences that you think would be relevant to the job you are applying for such as fluency in foreign languages or hobbies.

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

If hired, would you provide proof of eligibility to work in the United States if asked to?  Yes  No

*In case of emergency contact;*

Name \_\_\_\_\_ Home phone \_\_\_\_\_  
Address \_\_\_\_\_ Work phone \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ zip \_\_\_\_\_

**Authorizations and agreements      READ CAREFULLY BEFORE SIGNING**

1. I authorize Sunset manufacturing to confirm any of the information on this form or other documents by contacting any of the persons or organizations deemed necessary.
2. I authorize Sunset Manufacturing to make any inquiries deemed necessary, including without limitation, any questions concerning my work habits quality of work, punctuality, attendance, required supervision, ability to get along with others, credit rating, criminal background and legal actions I may have been involved in regardless of the outcome of those actions. Anyone contacted is authorized to answer all questions and cooperate fully without risk of liability arising from this contact.
3. I certify that all statements in this application are true. I understand that misrepresentation or omission of facts asked for is cause for dismissal, or elimination for consideration for the position.
4. If hired I agree to conform to the rules, regulations, and policies of the company whether written, or explained verbally.
5. I understand that if I am hired that my employment is for no definite period and may be terminated without notice at my option or the option of the company.
6. I agree that in the event of any legal action or proposed legal action, with regards to Sunset Manufacturing company or any of it's employees, officers or associates, vs. myself, my estate or representative; will be resolved by arbitration, regardless of my employment status, and that any lawsuit be filed no later than 6 months after the date of the action that is subject of the claim or lawsuit. I waive any statute of limitations to the contrary.

I have read, understand and agree to the above.      Signed \_\_\_\_\_ Date \_\_\_\_\_