



EMPLOYMENT APPLICATION

PERSONAL INFORMATION

We appreciate your interest in our company and are sincerely interested in your qualifications. A clear understanding of your background and work history will aid us in evaluating your qualifications for possible employment. Applicants are considered for all positions without regard to race, ethnic background, sex, pregnancy, national origin, religion, disability, age, sexual orientation, gender identity, gender expression, veteran status and/or medical condition.

“An Equal Opportunity Employer”

NAME _____ DATE OF APPLICATION _____

ARE YOU AT LEAST 18 YEARS OF AGE? _____

PRESENT ADDRESS _____ CITY _____

STATE _____ ZIP CODE _____ PHONE NO. _____

How long have you lived at this address _____

Previous address _____

How long did you live at this address _____

Are you lawfully employable in the United States as a citizen or otherwise eligible for employment because of VISA or Immigration Status?

_____ Yes _____ No. (Proof of employment eligibility and identity as required by the Immigration Reform and Control Act of 1986 is required upon employment.)

Position applied for _____ Salary Expected _____

How did you learn of this opening _____

Do you want to work full-time _____ Part-time _____ Evenings _____

Have you worked for us before _____ If yes, when _____

List any relatives working for us _____

If hired, when would you be available for work _____

What machines can you operate _____

What office machines can you operate _____

EMPLOYMENT EXPERIENCE

Start with your present or last job. Include military service assignments and volunteer activities. Exclude organization names which indicate race, ethnic background, sex, pregnancy, national origin, religion, disability, age, sexual orientation, gender identity, gender expression, veteran status and/or medical condition.

1	Employer	Telephone	Dates Employed		Work Performed	
		()	From	To		
	Address					
	Job Title	Hourly Rate/Salary				
		Starting	Final			
Supervisor						
Reason for Leaving						
2	Employer	Telephone	Dates Employed		Work Performed	
		()	From	To		
	Address					
	Job Title	Hourly Rate/Salary				
		Starting	Final			
Supervisor						
Reason for Leaving						
3	Employer	Telephone	Dates Employed		Work Performed	
		()	From	To		
	Address					
	Job Title	Hourly Rate/Salary				
		Starting	Final			
Supervisor						
Reason for Leaving						
4	Employer	Telephone	Dates Employed		Work Performed	
		()	From	To		
	Address					
	Job Title	Hourly Rate/Salary				
		Starting	Final			
Supervisor						
Reason for Leaving						

If you need additional space, please continue on a separate sheet of paper.

AN EQUAL OPPORTUNITY EMPLOYER

Have you ever served in the armed forces? Yes _____ No _____

If yes, from _____ to _____

Which branch of the service? _____

Rank at discharge _____

What special training did you receive and/or what special skills did you acquire during your service? _____

I understand and agree that the information herein is true and complete to the best of my knowledge. I authorize the investigation of all statements of reference from previous employers, educational institutions or personal references contained in this application for employment as may be necessary in arriving at an employment decision. (Upon written request, we will provide information as to the scope of the inquiry if you desire.) I further understand that should I be given employment, this application is not intended to be a contract of employment now or hereafter and that such employment shall be for an indefinite period or may be terminated at anytime by me or by the employer without notice or liability for wages or salary, except such as shall be earned at the date of such termination.

In the event of employment, I understand that false or misleading information given herein or in the interview(s) may result in the immediate withdrawal of this application or, in the event of employment, may be deemed a cause for discharge. Additionally, I understand that I am required to abide by all rules and regulations of the company.

I also understand that if employed and when my employment is terminated by retirement or otherwise, I must return all company properties in my custody, and that an identification photograph is required to complete my personnel file.

Signature



NOTICE TO APPLICANTS AND EMPLOYEES

Screening tests for illegal drug use may be required before hiring and during your employment here.



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DUTTON-LAINSON COMPANY
Hastings, NE 68902 U.S.A. • Tel 402-462-4141 • Fax 402-460-4612
www.dutton-lainson.com • E-mail: dlsales@dutton-lainson.com