



Main Office
12500 Hall Road
Sterling Heights, MI 48313-1100
Phone: (586) 843-2303
Fax: (586) 739-1130



APPLICATION FOR EMPLOYMENT

This company is an equal opportunity employer and considers applicants for all positions without regard to race, color, national origin, ancestry, religion, creed, sex, age, disability, sexual orientation, marital status, veteran status, or any other legally protected status.

Personal Information

Name: Last _____ First _____ Middle _____

Present Address: Street _____ City _____

State _____ Zip Code _____ Home Phone _____

Work/Cell Phone _____ Social Security Number _____

Source of Referral

Walk-In Online Employment Agency Referral Other

Please circle yes or no.

If you are under 18 years of age, can you provide required work permit? Yes No n/a

Have you ever filed an application with this company before? Yes No

Have you ever been employed by this company before? Yes No

Do you have any relatives employed at this company? Yes No

If yes, where? _____

Are you legally employable in the United States? Yes No
(Proof of citizenship or immigration status will be required upon employment.)

Have you ever been convicted of a felony? Yes No
(Conviction will not necessarily disqualify an applicant from employment.)

If yes, please explain: _____

Employment Interest

Position Applied For _____ Date Available _____

Please circle: Full Time Part Time Temporary Salary Desired _____

State your career objective: _____

Education

High School: _____ Number of years completed: _____

Location: _____

Did you graduate? _____ Course of Study/Degree _____

College: _____ Number of years completed: _____

Location: _____

Did you graduate? _____ Course of Study/Degree _____

Additional Education: _____

Describe any special skills, training, or experiences that qualify you for the position for which you are applying.

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

List any professional, trade, business or civic activities of involvement.
(You may exclude those that would reveal race, color, national origin, ancestry, religion, creed, sex, age, disability, and other legally protected status.)

Employment Experience

Please start with your most recent employer.

Are you presently employed? Yes No

May we contact your current employer? Yes No

Employer _____ Dates: _____ to _____

Address: _____

Telephone No. _____ Supervisor: _____

Job Title and Description _____

Salary: Starting _____ Ending _____

Reason for Leaving _____

Employer _____ Dates: _____ to _____

Address: _____

Telephone No. _____ Supervisor: _____

Job Title and Description _____

Salary: Starting _____ Ending _____

Reason for Leaving _____

Employer _____ Dates: _____ to _____

Address: _____

Telephone No. _____ Supervisor: _____

Job Title and Description _____

Salary: Starting _____ Ending _____

Reason for Leaving _____

References

Name _____ Relationship _____

Address _____

Home Phone: _____ Work Phone: _____

Name _____ Relationship _____

Address _____

Home Phone: _____ Work Phone: _____

Name _____ Relationship _____

Address _____

Home Phone: _____ Work Phone: _____

Applicant’s Statement and Agreement (PLEASE READ THE FOLLOWING STATEMENTS CAREFULLY)

I affirm that the information provided on this application (and accompanying resume, if any) is true and complete to the best of my knowledge, and I agree that falsified information or significant omissions may disqualify me from further consideration for employment and may be considered justification for dismissal if discovered at a later date. *(please initial)* _____

I request that previous employers contacted by the Company in connection with this application fully respond to all inquiries concerning such previous employment and specifically waive prior written notice of disclosure of my personal record information including disciplinary reports, letters of reprimand, or other disciplinary action. In consideration of the acceptance of my application, I release the Company and previous employers of any claimed liability arising out of such response and disclosure. *(please initial)* _____

If offered employment, I agree and consent to provide blood and urine specimens for alcohol and drug-screening analysis. I understand and agree that the Company may require me to undergo physical examination. I also consent to an investigation of my driving record. I understand that any offer of employment by the Company will be contingent on the results of such investigation, alcohol and drug-screening, and physical examination. *(please initial)* _____

I understand that if hired I will be an at-will employee and that my employment and compensation can be terminated at any time, with or without cause and with or without notice, at the option of either the Company or myself. I further understand that no supervisor or representative of the Company, other than the President, has any authority to enter any agreement contrary to the foregoing and that such agreement must be in writing and signed by the President. In consideration of such employment, I agree to conform to the rules and policies of the Company, including the arbitration procedure. *(please initial)* _____

Signature _____ Date _____