

Employment Application

We are an equal opportunity employer, dedicated to a policy of nondiscrimination in employment on any basis including race, color, age, sex, religion, disability, or national origin.

Para ser considerado para ser empleado, usted debe comunicar en ingles.

In order to be considered for employment, you must be able to communicate in English.

I. Employment Desired

Date _____

Position	Date You Can Start	Salary Desired	Type of Employment
Are you employed now?		If so, may we contact your employer?	
Have you ever applied to this company before?		When?	

II. Personal Information

Last name	First Name	Middle Name
Address (number street, city, state, zip code)		
Social Security Number	Home Telephone	How did you hear about us?
<u>Email address:</u>	Other Telephone	

III. Education

High School attended and location	No. of years completed	Did you graduate?
College attended and location	No. of years completed	Did you graduate?
Trade or Correspondence School attended and location	No. of years completed	Did you graduate?

IV. General

Special Courses or Training
Experience/skills related to the position for which you are applying.

V. Office/Secretarial Applications

Skill Or Aptitude	Yrs. Of Experience	Words per Minute	Softwares Used
Typing			
Word Processing			
Other			

VI. Employment History (list present or most recent first)

Name of Employer		Address	
First Day of Employment	Last Day of Employment		Final Pay Rate
Business Phone Number	Type of Business		Your Position (Title)
Duties			
Name and Position of Immediate Supervisor			Supervisor's Phone Number
Reason for Leaving			

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Duties			
Name and Position of Immediate Supervisor			Supervisor's Phone Number
Reason for Leaving			

Gaps in Employment

Please list any gaps of employment and describe what you were doing.

I certify that the facts contained in this application are true and complete. I understand that any false statement, omission, or misrepresentation on this application is sufficient cause for refusal to hire, or dismissal if I have been employed, no matter when discovered by XtraLight Manufacturing.

I authorize XtraLight Manufacturing to thoroughly investigate all statements contained in my application or resume. I authorize my former employers and references to disclose information regarding my former employment, character, and general reputation to XtraLight Manufacturing, without giving me prior noticed or such disclosure. In addition, I release XtraLight Manufacturing and any former employers listed above from any and all claims, demands, or liabilities arising out of or related to such investigation or disclosure.

I understand and agree that nothing contained in this application or conveyed during my interview, is intended to create an employment contract. I further understand and agree that if I am hired, my employment will be "at will" and without fixed term, and may be terminated at any time, with or without cause and without prior notice, at the option of either myself or XtraLight Manufacturing. No promise regarding employment has been made to me, and I understand that no such promise or guarantee is binding upon XtraLight Manufacturing unless made in writing.

I understand that filling out this form does not indicate there is a position open and does not obligate XtraLight Manufacturing to hire. If hired, I agree to abide by all XtraLight Manufacturing company work rules, policies, and procedures. XtraLight Manufacturing retains the right to revise its policies or procedures, in whole or in part at any time.

Signature of Applicant	Date
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