

Flow Components & Industrial Supply
PRE-EMPLOYMENT APPLICATION
AN EQUAL OPPORTUNITY EMPLOYER

We greatly appreciate your interest in our organization, and assure you that applicants are considered for all positions without regard to race, color, sex, age, religion, national origin, disability, marital status or veteran status. Please note this application must be completed in its entirety and signed in order to be considered. Information submitted on this application is subject to verification. NOTE: All new hires are required to submit documentation in accordance with the Immigration Reform and Control Act of 1986. In addition, employees may be required to submit to drug/alcohol testing both prior to their first day of employment and during the scope of their employment.

PERSONAL INFORMATION

Date: ____/____/____ Phone#: (____) _____

Name: _____
Last First Middle Initial

Present Address: _____
Street City State Zip How Long

Previous address: _____
Street City State Zip How Long

Are you at least 18 years of age? Yes No If No, please state your age: _____

Are you able to provide documentation of your eligibility for employment in the US? Yes No

EMPLOYMENT INFORMATION

Position applying for: _____ Date available to start: ____/____/____

Type of Employment desired Full Time Part Time Temporary Salary desired: \$ _____ per _____

Are you willing to work overtime, if required? Yes No

Are there any shifts or hours, which you cannot work? Yes No If yes, please identify hours : _____

Have you ever applied for a position with this company before? Yes No If yes, when? : _____

Are you able to perform the essential functions of the job for which you are applying with or without accommodation? Yes No

If no, please explain what accommodation you will require _____

Are you presently employed? Yes No If yes, may we contact your present employer? Yes No

Have you ever been convicted of any crime other than a minor traffic violation? Yes No

If yes, please briefly describe the nature of the crime(s), the date and place of conviction and the legal disposition of the case. This company will not deny employment to any applicant solely because the person has been convicted of a crime. The company however, may consider the nature, date and circumstances of the offense as well as whether the offense is relevant to the duties for which a candidate is applying.

Have you taken any illegal drugs in the past thirty (30) days? Yes No

EDUCATION

	Name and Location of School	Years Completed	Did you Graduate?	Degree Earned
High School				
College				
Graduate School				
Trade, Business or Certificates				

List any other skills that would enhance your ability to perform this position _____

EMPLOYMENT EXPERIENCE

Please give a accurate and complete full and part-time employment record. Start with your present or most recent employer. Account for all periods of time, including military service and any periods of unemployment. **PLEASE GIVE MONTH AND YEAR.**

Company Name:	Phone #:
Address:	Employed from _____ To _____
Name of Supervisor:	Salary/Wages Start _____ Finish _____
State job title and responsibilities:	Reason for separation:

May we contact? Yes No If No, please indicate reason: _____

Company Name:	Phone #:
Address:	Employed from _____ To _____
Name of Supervisor:	Salary/Wages Start _____ Finish _____
State job title and responsibilities:	Reason for separation:

May we contact? Yes No If No, please indicate reason: _____

Company Name:	Phone #:
Address:	Employed from _____ To _____
Name of Supervisor:	Salary/Wages Start _____ Finish _____
State job title and responsibilities:	Reason for separation:

May we contact? Yes No If No, please indicate reason: _____

REFERENCES

List below the names of three employment contacts, not related to you, who can provide information about your prior employment.

Name	Address & Telephone #	Business	Years Known

I hereby affirm that I have read the foregoing questions and that my answers to them are true and correct and that I have not misrepresented or withheld any information. I understand that falsification of this information may be cause for immediate dismissal. I further agree that the company shall not be liable in any respect if my employment is terminated because of any false information I give on this application. I further acknowledge that my employment may be terminated, and any offer of employment may be withdrawn without prior notice at any time by me or the company. I also understand that my employment is at will. This means that I am free to terminate my employment at any time, for any reason, and the company retains the same right. No promises regarding employment have been made to me and I understand that no such promise or guarantee is binding upon the Company unless made in writing. I understand that the Company is an Equal Opportunity Employer and does not discriminate in hiring or employment on the basis of race, color, religion, sex, national origin, age, disability, veteran status or status within any other protected group. No questions on this application are intended to secure information to be used for such discrimination. If I am offered employment, I agree to submit to a drug test before starting work.

I further understand that any offer of employment may be contingent upon a background investigation, which may include credit, criminal, motor vehicle or previous employment. I hereby authorize all references and former employers listed on my employment application to give the company any and all information concerning my previous employment and any pertinent information they might have, personal or otherwise, and release all parties from any claims, causes of action, or liability from damages that may or could result in furnishing such information to the company.

Signature of Applicant

Date

Send