



Application for Employment

Today's Date: _____

NOTICE TO APPLICANT

This Company is an Equal Opportunity Employer. We do not discriminate on the basis of race, religion, color, sex, age, national origin or disability. Reasonable accommodation will be made to ensure all applicants have access to the application process.

The purpose of this application is to gather information about your background, experience, and career plans. We ask for this information to help us understand you, and to determine if you can perform the essential functions of the job(s) for which you are applying. Proof of citizenship or authorization for employment in the U.S. is required.

IDENTIFICATION: Please print and complete all sections.

Name(First, Middle, Last)		Preferred Name:	
Present Street Address, City, State, ZIP		Telephone: ()	
Temporary Street Address, City, State, ZIP		Telephone: ()	
Position Applied For:		Available For:	
Location Desired:		<input type="checkbox"/> Full-Time	
Expected Earnings:		<input type="checkbox"/> Part-Time	
\$ _____ per _____		<input type="checkbox"/> Temporary	
Specify Days and Hours if Part-Time:		<input type="checkbox"/> Seasonal	
		<input type="checkbox"/> First Shift <input type="checkbox"/> Second Shift <input type="checkbox"/> Third Shift	
Date Available to Start:			
Person to be notified in emergency: _____ Phone No. _____			

EDUCATION:

INSTITUTION NAME AND LOCATION	Graduated		DEGREE RECEIVED	MAJOR/MINOR or AREA OF STUDY	GRADE POINT AVERAGE
	YES	NO			
High School Name/Location:					
Technical School Name/Location:					
College Name/Location:					
College Name/Location:					
Other/Location:					

GENERAL INFORMATION:

- Are you age 18 or older?..... YES NO
- Can you provide documents of proof of your citizenship or authorization to work in the United States?..... YES NO
- Will you work overtime if required?..... YES NO
- Will you travel if the position requires?..... YES NO
- Will you relocate if the position requires?..... YES NO
- Have you ever worked for this Company?..... YES NO
 If yes, when and where? _____
 Under what name? _____
- How were you referred to the company? _____
 By whom were you referred? _____
- Are any of your relatives employed by this Company?..... YES NO
 Please give names? _____
- Have you ever been convicted of a felony?..... YES NO
(Do not disclose convictions that were sealed, eradicated or expunged)

If yes, please explain the conviction. NOTE: A conviction will not necessarily bar you from employment as each conviction will be assessed with respect to time, circumstances and seriousness as they relate to your employment.

REFERENCES: List individuals personally acquainted with your performance. List personal references ONLY if you have no occupational references.

NAME	TITLE	ORGANIZATION/ADDRESS	TELEPHONE NUMBER
			()
			()
			()

NAME: _____

EMPLOYMENT HISTORY: List your employment history beginning with the most recent employment first.
COMPLETE THIS SECTION IN ADDITION TO ANY RESUME YOU MAY SEND.

1	Company Name	Telephone ()
	Address	Employed - (State month and year) From To
	Name of Supervisor	Weekly pay Start Last
	State Job Title and Describe Your Work	Reason for Leaving
	May we contact this Employer? YES NO	Are you eligible to be rehired? YES NO

2	Company Name	Telephone ()
	Address	Employed - (State month and year) From To
	Name of Supervisor	Weekly pay Start Last
	State Job Title and Describe Your Work	Reason for Leaving
	May we contact this Employer? YES NO	Are you eligible to be rehired? YES NO

3	Company Name	Telephone ()
	Address	Employed - (State month and year) From To
	Name of Supervisor	Weekly pay Start Last
	State Job Title and Describe Your Work	Reason for Leaving
	May we contact this Employer? YES NO	Are you eligible to be rehired? YES NO

4	Company Name	Telephone ()
	Address	Employed - (State month and year) From To
	Name of Supervisor	Weekly pay Start Last
	State Job Title and Describe Your Work	Reason for Leaving
	May we contact this Employer? YES NO	Are you eligible to be rehired? YES NO



CONFIDENTIALITY

If hired by the Amesbury Group, I agree to the following:

The Company is engaged in a highly competitive business. If hired, you will have access to information relating to the Company's business that provides the Company with a competitive advantage which the Company has taken steps to protect, that is not generally known by persons not employed by the Company and that could not easily be determined or learned by someone outside of the Company (collectively "Confidential Information"). Such Confidential Information includes, but is not limited to the identity, characteristics and preferences of the Company's customers, financial, sales and marketing information, pricing, formulations, inventions, plans, intangible property rights, and other methods of doing business, whether or not marked as confidential or secret. You therefore agree that if hired, by the Company, that you will not disclose such Confidential Information and to safeguard such Confidential Information, and you will not directly or indirectly use or disclose such Confidential Information except as may be necessary in the good faith performance of your duties to the Company. You acknowledge that all records, files, memoranda, documents, reports and other written, printed or recorded materials and data, regardless of data storage method (collectively, "Documents") received, created or used by you during the course of your employment will remain the sole property of the Company and will be returned by you to the Company promptly upon termination of your employment. You will not during or after your employment by the Company disclose those Documents or any of the information contained in such Documents to anyone outside of the Company or use any of such Documents for any purpose other than the advancement of the Company's interests.

All right, title and interest in any and all writings, ideas, inventions, know-how, designs, improvements or other property created during your employment by the Company, including, without limitation, copyrights, patents, trademarks, service marks and related rights (regardless of whether such items are registered) that are created, adapted or improved by you (whether alone or in conjunction with any other person or employee) or which are based upon material facts, ideas or other property gathered from, for or about any products, property, personnel, contractors or clients of the Company, and all material, whether created during or after your employment that includes any of the foregoing (collectively, "Covered Material") will be owned by the Company as work made for hire for the Company within the meaning of the United States copyright laws and for all other purposes. If any Covered Material is deemed not to be a "work made for hire" such Covered Material is hereby assigned by you to the Company and you will not have, or claim to have, any right, title or interest of any kind in such Covered Material.

DISCLOSURE & AUTHORIZATION

I understand that false information or the omission of information on this application or in the application process, including physical ability assessment (as permitted by law), constitutes grounds for termination of employment.

In making this application for employment, I understand, that an investigation may be made whereby information is obtained through personal interviews with my former employer (s), teacher(s), and others with whom I am acquainted. A criminal and credit inquiry may also be conducted during the application process, for which you will be required to sign a separate consent form. I agree to conform to the rules and regulations of the Company, and I understand that my employment and compensation can be terminated, with or without cause, and with or without notice, at any time, at either the option of the Company or myself. I understand that no manager or representative of the Company, has any authority to enter into any agreement for my employment for any specified period of time, or to make any agreement contrary to the foregoing.

As a condition of my employment by the Company, I hereby consent to provide samples of my blood, hair and/or urine for analysis when reasonably requested during the course of my employment (where permitted by law). I understand that any offer of employment by any agent of the Company is conditional upon the completion of the entire application process including but not limited to an interview, drug and alcohol testing (where permitted by law), including job related physical ability assessments (as permitted by law) etc.

By signing this application form I acknowledge that I have read and understand fully all the above and that I voluntarily give my consent and submit myself to the application process as stated.

Applicant Signature _____

Date _____



VOLUNTARY APPLICANT IDENTIFICATION RECORD

Your completion of this form is voluntary and you are not required to answer any of the questions below. **IF YOU CHOOSE TO COMPLETE THIS SECTION, TEAR IT FROM THE APPLICATION ALONG THE PERFORATION.**

The Amesbury Group is required by federal law to maintain certain records regarding its applicants for employment. As such, the Amesbury Group requests that you answer the following questions. **Your answers will not be used to make any employment decisions.** Further, your answers will be kept confidential and this form will be maintained separately from your application.

Name _____

Position applied for _____

Male Female

Race (Please check one)

- Black or African American
- Caucasian (White)
- Asian
- Native Hawaiian or
Other Pacific Islander

- American Indian or Alaska Native
- Hispanic or Latino (white race only)
- Hispanic or Latino (all other races)
- Other (please specify)

Are you a veteran? Yes No

Date _____