



## APPLICATION FOR EMPLOYMENT

*Crary Industries is an equal opportunity employer, dedicated to non-discrimination in employment on any basis including race, color, gender, age, religion, national origin, disability, marital or veteran status, lawful off-duty activities, or any other legally protected status. Applicants requiring reasonable accommodation to the application and/or interview process should notify the Human Resources Manager at Crary Industries..*

Last Name	First Name	Middle	Date
Street/Mailing Address			Home Telephone
City, State, Zip			Other Telephone
Have you ever applied for employment with Crary? __Yes __No			E-Mail Address
Are you available to work: __Regular __Temporary __Full-time __Part-time			Position Desired
Shift Preferred: __Day (7:00 am-5:30 pm M-Th) __Night (5:30 pm-4:00 am M-Th)			
Overtime may be available. Are you able to work overtime hours? __Yes __No			
Are you legally eligible for employment in the United States? __Yes __No <i>Proof of citizenship or immigration status will be required upon employment.</i>			Date you are available to begin work
Have you ever been convicted of a felony? __Yes __No <i>Conviction will not necessarily disqualify an applicant from employment.</i> Please explain:			Pay Expected
How did you learn about this job? __Employee Referral (Name of employee: _____) __Newspaper Ad __Walk-in __Employment Agency __Relative/Friend __Other			Are you currently employed? __Yes __No May we contact your current employer? __Yes __No

## EDUCATION

School	Name & Location	Course of Study	Years Completed	Did you graduate?	Degree/Diploma
High School				__Yes __No	
Trade/Business				__Yes __No	
College				__Yes __No	
Other (Please Specify)				__Yes __No	

## SKILLS

Please list the equipment, computer software, machinery, and tools that you know how to use and any additional information that relates to the position you are applying for. Include professional, training, licenses, organizational and/or certificates. Exclude those that disclose race, color, national origin, or any other protected status groups.

**EMPLOYMENT** Please provide an accurate and complete full-time/part-time employment record. Start with your present/most recent employer. Include voluntary &/or unpaid positions that relate to the job you are applying for.

Company Name	Telephone
Address	Employed (State month & year) From _____ To _____
Supervisor	Hourly Rate/Salary Start _____ Finish _____
Work Performed	Job Title
Reason for Leaving	May we contact this employer? __Yes __No

Company Name	Telephone
Address	Employed (State month & year) From _____ To _____
Supervisor	Hourly Rate/Salary Start _____ Finish _____
Work Performed	Job Title
Reason for Leaving	May we contact this employer? __Yes __No

Company Name	Telephone
Address	Employed (State month & year) From _____ To _____
Supervisor	Hourly Rate/Salary Start _____ Finish _____
Work Performed	Job Title
Reason for Leaving	May we contact this employer? __Yes __No

**REFERENCES** Please list two references below who are not former employers or relatives.

Name	Name
Address	Address
City, State, Zip	City, State, Zip
Telephone Number	Telephone Number

**Reference Authorization and Waiver**

I specifically authorize Crary Industries to contact all listed references and former employers to verify my application information.

I agree to release Crary Industries and its employees from, and hold it harmless against, any and all liabilities arising out of reference checking on behalf of my Application for Employment.

I agree to release any and all former employers and other individuals contacted to provide a reference for myself from, and hold harmless against, any and all liabilities arising out of reference checking on behalf of my Application for Employment.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

The information provided in this Application for Employment is true, correct and complete to the best of my knowledge. Any falsifications, misstatements or omissions of fact on this application will be sufficient cause for cancellation of this application or immediate discharge, if employed, when it is discovered.

I authorize investigation of all statements contained in this Application for Employment as may be necessary in arriving at any employment decision.

I understand that nothing contained in this application or in the interview process is intended to create an employment contract between Crary Industries and myself. I also understand and acknowledge that any employment relationship with this organization is "at will", which means that either the employee or the employer may end the employment relationship at any time, with or without cause. The "at will" relationship may not be changed by any verbal or written agreement unless such change is acknowledged in writing by the President Crary Industries. Also, should an offer of employment be extended and accepted, I understand this does not create a contractual obligation upon the employer to continue to employ me in the future.

I understand that if hired, I will be required to provide proof of identity and legal work authorization.

I understand that if hired, I must abide by all rules and regulations of the employer.

I understand that if employed by Crary Industries, I must comply with its Drug-Free Workplace Policy. I understand that I must submit, post-job offer, to a pre-employment drug screen.

I understand that Crary Industries is an Equal Opportunity Employer and does not discriminate against any applicant or employee on the basis of race, religion, gender, national origin, color, age, disability, marital or veteran status, lawful off-duty activities, or any other legally protected status.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date