

APR SUPPLY CO.

749 W. Guilford Street
Lebanon, PA 17046

APPLICATION FOR EMPLOYMENT

INSTRUCTIONS

TODAY'S DATE: _____

Please read and answer all of the following questions. Except for your signature, **PRINT** your responses. No action can be taken on your application until all questions have been answered. None of the questions are intended to imply discrimination or illegal preferences based upon non-job related information.

It is the policy of APR Supply Co. that all qualified applicants be given equal opportunity and that selection decisions be based on job-related factors. We do not discriminate on the basis of race, color, religion, sex, national origin, age, veteran status, the presence of a non-job related medical condition or disability.

PERSONAL INFORMATION

Name			
Address			
City, State, Zip			
Telephone		Email:	

TYPE OF EMPLOYMENT DESIRED

Position:	Wage Desired:
How were you referred to APR Supply Co.?	
Work Status: Full time <input type="checkbox"/> Part time <input type="checkbox"/> If Part time, Number of hours: _____ Temporary/Summer <input type="checkbox"/>	
If temporary: Do you have reliable transportation available? Yes <input type="checkbox"/> No <input type="checkbox"/>	
What is your field of interest? _____	
Are you available to work: Overtime: Yes <input type="checkbox"/> No <input type="checkbox"/> Weekends: Yes <input type="checkbox"/> No <input type="checkbox"/> Shifts: Yes <input type="checkbox"/> No <input type="checkbox"/>	
Date you could start work: _____	

- In Case of an Emergency, please contact - Name _____ Phone _____

EDUCATION AND TRAINING

School Level	Name and Location	No. of Years Completed	Diploma, Degree Certificate	Major
High School or GED				
College/University				
Vocational or Technical				
Other				

DRIVING HISTORY (Answer ONLY if you are applying for a driving-related position)

<p>Do you currently have a valid driver's license? Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes, in what State/Country? _____ License Class: _____ Restrictions: _____</p> <p>Have you had your driver's license suspended or revoked in the past three (3) years: Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes, explain: _____</p>
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What skills or added training do you have related to the job for which you are applying?

What equipment or machines can you operate related to the job for which you are applying?

List your professional, business, or civic activities (Exclude organizations which reveal race, color, religion, sex, national origin, age, veteran status, disability or other protected status):

MILITARY EXPERIENCE

<p>If you have served in the military, what special training have you received that is pertinent to the position you are applying for: _____</p>
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EMPLOYMENT HISTORY (Most recent employer first; Account for all periods of time, including Military service)

Name of Employer:	Job Title:
Address:	Employment Dates: From: To:
City, State, Zip	Wage: Starting: Ending:
Telephone:	Describe Duties:
Supervisor's Name:	
Reason for Leaving:	
Name of Employer:	Job Title:
Address:	Employment Dates: From: To:
City, State, Zip	Wage: Starting: Ending:
Telephone:	Describe Duties:
Supervisor's Name:	
Reason for Leaving:	
Name of Employer:	Job Title:
Address:	Employment Dates: From: To:
City, State, Zip	Wage: Starting: Ending:
Telephone:	Describe Duties:
Supervisor's Name:	
Reason for Leaving:	

May we contact your present employer? Yes No May we contact all other employers? Yes No
 If No, please explain: _____

Have you ever been dismissed or been forced to resign from any position? Yes No
 If Yes, please explain: _____

Have you worked or attended school under another name? Yes No
 If Yes, please explain: _____

REFERENCES (PLEASE DO NOT INCLUDE RELATIVES)

Name	Address	Telephone Number

GENERAL INFORMATION

Have you ever applied for employment with APR Supply Co. before? If Yes, when? _____	Yes <input type="checkbox"/> No <input type="checkbox"/>
Have you been employed by APR Supply Co. in the past? If Yes, when? _____	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are you authorized to work in the United States? Proof of citizenship or Immigration status will be required upon employment.	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are you 18 years of age or older:	Yes <input type="checkbox"/> No <input type="checkbox"/>
Have you ever been convicted of a Crime other than traffic violations? (A conviction will not necessarily be a barrier to employment at APR Supply Co.. All factors, including the nature of the infraction, the date of the conviction, the rehabilitation and the job for which you are applying will be considered.)	Yes <input type="checkbox"/> No <input type="checkbox"/>
If Yes, provide details: _____ _____	

AUTHORIZATION AND RELEASE

PLEASE READ CAREFULLY BEFORE SIGNING

In consideration of employment by APR Supply Co., I agree to abide by the rules and regulations of the company which may be changed from time to time at the sole discretion of company management. I declare each of the answers I have given in this employment application to be complete and true to the best of my knowledge. I understand that any false information or omissions offered in connection with my application for employment may disqualify me from further consideration for employment and may result in my discharge from employment if discovered at a later date.

I understand that as a condition of employment I must be authorized to work in the United States and demonstrate that authorization as required by the Immigration Reform and Control Act of 1986.

I authorize the investigation of all statements contained in this application and authorize any person, school, current employer (unless otherwise noted), past employers and other organizations named in this application to provide relevant information which may be useful in making a hiring decision. I release such persons and organizations from any legal liability in making such statements.

I understand that if I am extended an offer of employment, it will be contingent upon my successful completion of post-hire screening for drugs or other controlled substances.

I understand that this application or subsequent employment does not create an employment contract nor guarantee employment for any defined period of time. Further, I understand that my employment is "at will" and can be terminated by either me or APR Supply Co. at any time for any reason or for no reason, except as may be provided in an alternative bona fide employment agreement.

I have read, understand and by my signature agree to the above statements.

Applicant Signature

Date _____

APR SUPPLY CO.