

**CORELAND
COMPANIES**
Employment Application
An Equal Opportunity Employer
PLEASE COMPLETE ENTIRE FORM

PLEASE PRINT

_____ Date _____ Last Name _____ First Name _____ Middle

Present Address

_____ No. & Street _____ City _____ State _____ Zip

Permanent Address (if different from present address)

_____ No. & Street _____ City _____ State _____ Zip

(____) _____ Business Phone (____) _____ Home Phone

PERSONAL INFORMATION

Have you ever applied to or worked for Coreland Companies before?..... Yes No

If yes, when? _____

Do you have any friends or relatives working for Coreland Companies Yes No

If yes, state name(s) and relationship:

_____ Name _____ Relationship

_____ Name _____ Relationship

Why are you applying for work at Coreland Companies? _____

If hired, would you have a reliable means of transportation to and from work? Yes No

Are you at least 18 years old? (If under 18, hire is subject to verification that you are of minimum legal age.) Yes No

If hired, can you present evidence of your U.S. citizenship or proof of your legal right to live and work in this country? Yes No

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

If no, describe the functions that cannot be performed.

(Note: We comply with the ADA and consider reasonable accommodation measures that may be necessary for eligible applicants/employees to perform essential functions. Hire may be subject to passing a medical examination, and to skill and agility tests.)

PERSONAL INFORMATION, CONTINUED

Have you ever been convicted of a criminal offense (felony or serious misdemeanor)? (Convictions for marijuana-related offenses that are more than two years old need not be listed.) Yes No

If yes, state nature of the crime(s), when and where convicted and disposition of the case.

(Note: No applicant will be denied employment solely on the grounds of conviction of a criminal offense. The nature of the offense, the date of the offense, the surrounding circumstances and the relevance of the offense to the position(s) applied for may, however, be considered.)

Are you currently employed?..... Yes No

If so, may we contact your current employer? Yes No

EMPLOYMENT DESIRED

Position applying for: _____

Are you applying for:

Regular full-time work?..... Yes No

Regular part-time work? Yes No

Temporary work, e.g., summer or holiday work? Yes No

What days and hours are you available for work?

If applying for temporary work, during what period of time will you be available?

From: _____ To: _____

Are you available for work on weekends? Yes No

Would you be available to work overtime, if necessary? Yes No

If hired, on what date can you start work? _____

Salary Desired: _____

EDUCATION, TRAINING AND EXPERIENCE

School	Name and Address	No. of years Completed	Did you Graduate?	Degree or Diploma
High School	_____ Name _____ Address _____ City State Zip	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
College/ University	_____ Name _____ Address _____ City State Zip	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
Vocational/ Business	_____ Name _____ Address _____ City State Zip	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____

Do you speak, write or understand any foreign languages? Yes No

If yes, which language(s)? _____

Do you have any other experience, training, qualifications or skills which you feel make you especially suited for work at Coreland Companies? Yes No

If so, please explain:

Answer the following questions if you are applying for a professional position:

Are you licensed/certified for the job applied for? Yes No

Name of license/certification: _____

Issuing state: _____

License/certification number _____

Has your license/certification ever been revoked or suspended? Yes No

If yes, state reason(s), date of revocation or suspension and date of reinstatement.

EMPLOYMENT HISTORY

List below all present and past employment starting with your most recent employer (last five years is sufficient). Account for all periods of unemployment. You must complete this section even if attaching a resume.

Name of Employer Telephone No. (____) _____

Type of Business Your Supervisor's Name _____

Address & Street City State Zip _____

Dates of Employment: _____ Salary/Hourly: _____
From To Starting Ending

Your Position and Duties _____

Reason for Leaving _____
May we contact this employer for a reference? Yes No

Name of Employer Telephone No. (____) _____

Type of Business Your Supervisor's Name _____

Address & Street City State Zip _____

Dates of Employment: _____ Salary/Hourly: _____
From To Starting Ending

Your Position and Duties _____

Reason for Leaving _____
May we contact this employer for a reference? Yes No

Name of Employer Telephone No. (____) _____

Type of Business Your Supervisor's Name _____

Address & Street City State Zip _____

Dates of Employment: _____ Salary/Hourly: _____
From To Starting Ending

Your Position and Duties _____

Reason for Leaving _____
May we contact this employer for a reference? Yes No

EMPLOYMENT HISTORY, CONTINUED

Name of Employer _____ Telephone No. (____) _____

Type of Business _____ Your Supervisor's Name _____

Address & Street _____ City _____ State _____ Zip _____

Dates of Employment: _____ Salary/Hourly: _____
From _____ To _____ Starting _____ Ending _____

Your Position and Duties _____

Reason for Leaving _____

May we contact this employer for a reference? Yes No

MILITARY SERVICE

Have you obtained any special skills or abilities as the result of service in the military? Yes No

If so, describe:

REFERENCES

List below three persons not related to you who have knowledge of your work performance within the last three years.

_____	_____	(____) _____
First Name	Last Name	Telephone No.
_____	_____	_____ - _____
Address & Street	City	State Zip
_____	_____	
Occupation	No. of Years Acquainted	

_____	_____	(____) _____
First Name	Last Name	Telephone No.
_____	_____	_____ - _____
Address & Street	City	State Zip
_____	_____	
Occupation	No. of Years Acquainted	

_____	_____	(____) _____
First Name	Last Name	Telephone No.
_____	_____	_____ - _____
Address & Street	City	State Zip
_____	_____	
Occupation	No. of Years Acquainted	

PLEASE READ CAREFULLY, INITIAL EACH PARAGRAPH AND SIGN BELOW

_____ I hereby certify that I have not knowingly withheld any information that might adversely affect my
 Initials chances for employment and that the answers given by me are true and correct to the best of my knowledge. I
 further certify that I, the undersigned applicant, have personally completed this application. I understand that any
 omission or misstatement of material fact on this application or on any document used to secure employment shall
 be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time
 elapsed before discovery.

_____ I hereby authorize the company to thoroughly investigate my references, work record, education and
 Initials other matters related to my suitability for employment and, further, authorize the references I have listed to
 disclose to the company any and all letters, reports and other information related to my work records, without
 giving me prior notice of such disclosure. In addition, I hereby release the company, my former employers and all
 other persons, corporations, partnerships and associations from any and all claims, demands or liabilities arising
 out of or in any way related to such investigation or disclosure.

_____ I understand that nothing contained in the application, or conveyed during any interview which may
 Initials be granted or during my employment, if hired, is intended to create an employment contract between me and the
 company. In addition, I understand and agree that if I am employed, my employment is for no definite or
 determinable period and may be terminated at any time, with or without prior notice, at the option of either myself
 or the company, and that no promises or representations contrary to the foregoing are binding on the company
 unless made in writing and signed by me and the company's designated representative.

_____ **Date** _____ **Applicant's Signature**