



**Application for Employment**

Name: \_\_\_\_\_  
Last First Middle Int.

Address: \_\_\_\_\_  
Number Street Apt. #

Address: \_\_\_\_\_  
City State Zip

Telephone: ( ) Social Security #: - -

Referred By: \_\_\_\_\_

**WE ARE AN EQUAL OPPORTUNITY EMPLOYER**

Applications are received and employees are hired without regard to race, creed, color, sex, religion, age, national origin, marital status, physical or mental handicap, disability, sexual orientation, veteran's status, citizenship status, or any other protected classes under state, local, or county regulations. The receipt of this application does not mean that job openings exist and does not obligate us in any way. We appreciate your interest in our organization.

**ALL QUESTIONS MUST BE ANSWERED!**  
**STATE "N/A" IF QUESTION IS NOT APPLICABLE.**

**THIS IS A DRUG FREE WORKPLACE**



# Dowco Enterprises, Inc.

## Personal Information:

(Please Print)

Date of Application \_\_\_\_\_ Position(s) Applied For \_\_\_\_\_

Salary Expectation \_\_\_\_\_ On what date would you be available for work? \_\_\_\_\_

Have you filed an application here before?  Yes  No If yes, date/location \_\_\_\_\_

Have you ever been employed here before?  Yes  No If yes, date/location \_\_\_\_\_

Are you presently employed?  Yes  No May we contact your present employer?  Yes  No

Does your present employer know of your plans to change employment?  Yes  No

Why do you desire to make a change? \_\_\_\_\_

Are you on a lay off and subject to recall?  Yes  No

Have you ever been discharged or requested to resign from a position?  Yes  No If yes, explain: \_\_\_\_\_

How much time have you lost from work during the last 12 months? \_\_\_\_\_

Do you have reliable transportation?  Yes  No

Have you ever held a position of trust (handling money or confidential material)?  Yes  No

Have you ever been refused Bond?  Yes  No If yes, please explain: \_\_\_\_\_

Are you legally eligible to work in the United States?  Yes  No  
(Proof of citizenship/immigration status & identity is required upon employment.)

Have you ever been convicted of or received a sentence for a crime(s) other than minor traffic violations?  
(Answering "yes" is not an automatic bar to employment.)

Yes  No If yes, state date, court and place where offense(s) occurred \_\_\_\_\_

Do you have a valid driver's license?  Yes  No List State \_\_\_\_\_

Have you been convicted of any moving violations(s) in the last 3 years?  Yes  No

If yes, give date(s) and explanation \_\_\_\_\_

List three things that are important to you in a work environment 1) \_\_\_\_\_

2) \_\_\_\_\_ 3) \_\_\_\_\_

List three characteristics that best describe you 1) \_\_\_\_\_

2) \_\_\_\_\_ 3) \_\_\_\_\_

Why do you want to work here? \_\_\_\_\_



# Dowco Enterprises, Inc.

## Full Employment History (Must be completed even when accompanied by resume)

Start with your present or last employer. Include ALL assignments and positions held. Be specific about information and dates.

A COMPLETE WORK HISTORY MUST BE PROVIDED. ALL EMPLOYMENT "GAPS" MUST BE LISTED.

Employer	Dates Employed		Summary of Work Performed & Job Responsibilities
	From (Mo/Yr)	To (Mo/Yr)	
Address (Street, City and State)			
	Phone:		
Job Title	Hourly Rate/Salary		
	Starting	Final	
Supervisor			
Resigned ✍ Terminated ✍ State Reason:			

Employer	Dates Employed		Summary of Work Performed & Job Responsibilities
	From (Mo/Yr)	To (Mo/Yr)	
Address (Street, City and State)			
	Phone:		
Job Title	Hourly Rate/Salary		
	Starting	Final	
Supervisor			
Resigned ✍ Terminated ✍ State Reason:			

Employer	Dates Employed		Summary of Work Performed & Job Responsibilities
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	Phone:		
Job Title	Hourly Rate/Salary		
	Starting	Final	
Supervisor			
Resigned ✍ Terminated ✍ State Reason:			

## Special Skills and Qualifications

Summarize special skills and qualifications acquired from employment or other experience \_\_\_\_\_

List professional, trade, business or civic activities and offices held \_\_\_\_\_

Computer Skills (list programs and proficiency level) \_\_\_\_\_

Typing \_\_\_\_\_ WPM      Shorthand \_\_\_\_\_ WPM

Do you speak, read and/or write a foreign language(s)? ✍ Yes ✍ No If yes, List Language: \_\_\_\_\_



Education Information

Table with 6 columns: Schooling, Years Completed, Degree Rec. & Major Sub., Name of School, Location, Did You Graduate? Rows include Grammar or High School, Trade Bus. Or Correspondence, College, Graduate School.

Honors Received: \_\_\_\_\_

Military Service

Table with 3 columns: Branch of Service and Serial Number, Present Selective Service Classification, Rank at Discharge. Row for List Duties / Special Training.

Remarks: \_\_\_\_\_

Agreement

The facts set forth above in my application for employment are true and complete. I understand that false statements or omission of information on this application or any other employment form may lead to dismissal or denial of employment.

In making this application for employment, I also understand that an investigative consumer report may be made whereby information is obtained through personal interviews with my neighbors, friends or others with whom I am acquainted.

I understand that if my application is accepted that employment with Dowco Enterprises, Inc. at all times is employment "at will". It is further understood that this "at will" relationship may not be changed by any written document, verbal statements, or by conduct unless such change is specifically acknowledged by an authorized executive of the company.

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

Date \_\_\_\_\_