



## APPLICATION FOR EMPLOYMENT

**We consider applicants for all positions without regard to race, color, religion, creed, gender national origin, age, disability, marital or veteran status, or any other legally protected status**

*\*\*\* Alderfer Glass Co Inc. is an equal opportunity employer \*\*\**

***(Please Print)***

Positions Applied For:	Date:
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How Did You Learn About Us? <input type="checkbox"/> ADVERTISEMENT <input type="checkbox"/> RELATIVE <input type="checkbox"/> FRIEND <input type="checkbox"/> INQUIRY <input type="checkbox"/> AGENCY <input type="checkbox"/> OTHER _____
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<b>Last Name:</b>	<b>First Name:</b>	<b>Middle Name:</b>
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<b>Address:</b>	<i>Number</i>	<i>Street</i>	<i>City</i>	<i>State</i>	<i>Zip Code</i>
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<b>Telephone Number(s):</b>	<b>Social Security Number:</b>
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Best Time to Contact You at Home is: _____:_____ AM / PM
If you are under 18 years of age, can you provide proof of eligibility to work? <span style="float: right;"><input type="checkbox"/> YES <input type="checkbox"/> NO</span>
Have you ever filed an application with us before? ..... <span style="float: right;"><input type="checkbox"/> YES <input type="checkbox"/> NO</span>
If YES provide date: _____
Have you ever been employed by us before? ..... <span style="float: right;"><input type="checkbox"/> YES <input type="checkbox"/> NO</span>
If YES provide date(s)_____
Do any of your friends and/or relatives work here? ..... <span style="float: right;"><input type="checkbox"/> YES <input type="checkbox"/> NO</span>
Are you currently employed? ..... <span style="float: right;"><input type="checkbox"/> YES <input type="checkbox"/> NO</span>
May we contact your present employer? ..... <span style="float: right;"><input type="checkbox"/> YES <input type="checkbox"/> NO</span>
Have You Ever Been Convicted of a Felony? ..... <span style="float: right;"><input type="checkbox"/> YES <input type="checkbox"/> NO</span>
Are you prevented from being lawfully employed in this country due to Visa or Immigration status? <i>(Proof of Citizenship May be Required at Date of Employment)</i> <span style="float: right;"><input type="checkbox"/> YES <input type="checkbox"/> NO</span>

Position Desired \_\_\_\_\_

Apart from religious observances, are you available to work:  Full-Time  Part-Time  Seasonal

Hours Available: \_\_\_\_\_

Would you be willing to work overtime if asked? .....  YES  NO

When will you be available to begin employment? \_\_\_\_\_

Are you currently on "lay-off" and subject to recall? .....  YES  NO

Can you travel if job would require it?..... YES  NO

Desired salary range? \_\_\_\_\_ to \_\_\_\_\_ / YEAR

## EDUCATION

	Name and Location of School	Course of Study	Yrs. Completed	Diploma/Degree
Elementary School				
High School				
Undergraduate Study				
Graduate Professional				
Other (Details)				

Describe any specialized training, apprenticeship, skills/trade experience and extra-curricular activities

## Additional Information

Other Qualifications	
Summarize job-related skills and qualifications from employment and any other experience	

Specialized Skills	
Please list any other skills i.e languages, word processing, fork-lift certification, safety training etc.	

**\*\*\* If you need additional space you may attach another sheet of paper \*\*\***

## Employment Experience

*Start most recent, or present, employer. Please list all work experience.*

1)

Employer		Reason for Leaving		
Address		Dates Employed	Start	Final
Telephone #		Hourly Rate	Start	Final
Job Title	Supervisor			
Work Performed				

2)

Employer		Reason for Leaving		
Address		Dates Employed	Start	Final
Telephone #		Hourly Rate	Start	Final
Job Title	Supervisor			
Work Performed				

3)

Employer		Reason for Leaving		
Address		Dates Employed	Start	Final
Telephone #		Hourly Rate	Start	Final
Job Title	Supervisor			
Work Performed				

4)

Employer		Reason for Leaving		
Address		Dates Employed	Start	Final
Telephone #		Hourly Rate	Start	Final
Job Title	Supervisor			
Work Performed				

5)

Employer		Reason for Leaving		
Address		Dates Employed	Start	Final
Telephone #		Hourly Rate	Start	Final
Job Title	Supervisor			
Work Performed				

**\*\*\* If you need additional space you may attach another sheet of paper \*\*\***

<b>Professional, trade, business or civic activities and offices held</b> <i>You may exclude membership/activity which would reveal gender, race, religion, nationality, age, ancestry disability or any other protected status:</i>

<b>State any additional information that may be helpful in helping us consider your application:</b>

<b>DO NOT ANSWER THIS QUESTION UNLESS YOU HAVE BEEN INFORMED ABOUT THE REQUIREMENTS FOR THE JOB FOR WHICH YOU ARE APPLYING</b>
<p><i>The information requested below may only be gathered for a legally permissible reason, including, without limitation to, national security considerations, a legitimate occupational qualification or business necessity. The Civil Rights Act of 1964 prohibits discrimination of employment based upon race, color, sex, religion or national origin. Federal law also prohibits discrimination on the basis of age with respect to certain individuals. The laws of most states also prohibit some or all discrimination as described above, as well as some additional types of discrimination based on ancestry, marital status or physical and/or mental handicap and disability.</i></p> <p>Are you over 18 years of age? ..... [ ] YES [ ] NO</p> <p>Are you capable of performing in a reasonable manner, with or without reasonable accommodations the activities involved in the job or occupation for which you have applied? (A review of the activities involved in such a job or occupation has been given to the applicant).</p> <p align="right">[ ] YES [ ] NO</p>

**References**

<b>Name</b>	<b>Phone #</b>
<b>Address</b>	

<b>Name</b>	<b>Phone #</b>
<b>Address</b>	

<b>Name</b>	<b>Phone #</b>
<b>Address</b>	

<b>In your opinion, why should Alderfer Glass Co. consider hiring you?</b>

***If you need additional space you may attach another sheet of paper***

## Applicants Statement

I certify that the answers given herein are true and complete

I authorize investigation into all statements contained in this application for employment as may be necessary for reasons of reaching an employment decision.

This application for employment shall be considered active for a period not to exceed 60 days. An applicant still looking for a position after that period in time should inquire as whether applications are being accepted at that time.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with Alderfer Glass Co. Inc. is of an "at will" nature, which means the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of Alderfer Glass Co. Inc.

In the event of employment by Alderfer Glass Co. Inc. I understand that false or misleading information given in my application or subsequent interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations set forth by Alderfer Glass Co. Inc. as Employer.

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

\_\_\_\_\_  
Date

### For Personnel Department Use Only

Arrange Interview  YES  NO

Remarks \_\_\_\_\_

Employed  YES  NO Date of Hire \_\_\_\_\_

Job Title \_\_\_\_\_ Hourly Rate/Salary \_\_\_\_\_ Department \_\_\_\_\_

Authorized By: \_\_\_\_\_  
Name & Title \_\_\_\_\_ Date \_\_\_\_\_