



Your Success Is Our Passion.

APPLICATION FOR EMPLOYMENT

AN EQUAL OPPORTUNITY EMPLOYER

PERSONAL INFORMATION

NAME		LAST	FIRST	MIDDLE	DATE
PRESENT ADDRESS (STREET, CITY, STATE, ZIP CODE)					
PREVIOUS ADDRESS (IF LESS THAN 3 YEARS AT PRESENT ADDRESS) (STREET, CITY, STATE, ZIP CODE)					
HOME PHONE ()	CELL PHONE ()	E-MAIL ADDRESS		ARE YOU AT LEAST 16 YEARS OLD? YES <input type="checkbox"/> NO <input type="checkbox"/>	ARE YOU 18 OR OVER? YES <input type="checkbox"/> NO <input type="checkbox"/>
ARE YOU LEGALLY PERMITTED TO WORK IN THE UNITED STATES? YES <input type="checkbox"/> NO <input type="checkbox"/>					
DO YOU HAVE ANY PENDING CHARGES, EVER BEEN CONVICTED OF, OR PLEAD GUILTY TO, A FELONY OR MISDEMEANOR, INCLUDING DRIVING UNDER THE INFLUENCE OF INTOXICANTS? YES <input type="checkbox"/> NO <input type="checkbox"/> IF YES, LIST DATE(S), OFFENSE(S), AND WHERE CONVICTED. ATTACH A SEPARATE SHEET OF PAPER WITH INFORMATION IF NECESSARY. _____ _____					
(A CONVICTION IS NOT NECESSARILY A BAR FOR EMPLOYMENT. CONVICTIONS WILL BE CONSIDERED ONLY AS RELATED TO THE JOB APPLIED FOR).					

POSITION INFORMATION

POSITION APPLIED FOR		ARE YOU INTERESTED IN FULL TIME <input type="checkbox"/> PART TIME <input type="checkbox"/> SEASONAL <input type="checkbox"/>						
REFERRAL SOURCE: <input type="checkbox"/> WALK IN <input type="checkbox"/> CUSTOMER <input type="checkbox"/> WEBSITE <input type="checkbox"/> INTERNET POSTING <input type="checkbox"/> JOB FAIR <input type="checkbox"/> EMPLOYEE REFERRAL WHO REFERRED YOU? _____ <input type="checkbox"/> OTHER _____								
HOURS AVAILABLE TO WORK FROM:	SUNDAY		MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	AM							
	PM							
SALARY OR WAGE DESIRED				DATE AVAILABLE				
HAVE YOU EVER BEEN EMPLOYED BY NORTHSIDE ELEVATOR? YES <input type="checkbox"/> NO <input type="checkbox"/> IF YES, STATE WHEN AND REASON FOR LEAVING.								

EMPLOYMENT HISTORY

LIST ALL EMPLOYERS WITH CURRENT OR MOST RECENT EMPLOYMENT FIRST. ACCOUNT FOR ALL TIME PERIODS, INCLUDING MILITARY SERVICE AND PERIODS OF UNEMPLOYMENT EXCEEDING 30 DAYS. IF NECESSARY, ATTACH A SEPARATE SHEET OF PAPER WITH INFORMATION.

PRESENT/ LAST EMPLOYER		TELEPHONE NUMBER ()	SUPERVISOR'S NAME
ADDRESS		DATES EMPLOYED / TO / MO YR MO YR	LAST RATE OF PAY/SALARY
POSITION	REASON FOR LEAVING OR SEEKING OTHER EMPLOYMENT		
SUMMARY OF DUTIES			

PREVIOUS EMPLOYER		TELEPHONE NUMBER ()	SUPERVISOR'S NAME
ADDRESS		DATES EMPLOYED / TO / MO YR MO YR	LAST RATE OF PAY/SALARY
POSITION	REASON FOR LEAVING		
SUMMARY OF DUTIES			

PREVIOUS EMPLOYER		TELEPHONE NUMBER ()	SUPERVISOR'S NAME
ADDRESS		DATES EMPLOYED / TO / MO YR MO YR	LAST RATE OF PAY/SALARY
POSITION	REASON FOR LEAVING		
SUMMARY OF DUTIES			

PREVIOUS EMPLOYER		TELEPHONE NUMBER ()	SUPERVISOR'S NAME
ADDRESS		DATES EMPLOYED / TO / MO YR MO YR	LAST RATE OF PAY/SALARY
POSITION	REASON FOR LEAVING		
SUMMARY OF DUTIES			

EDUCATION

LIST LAST HIGH SCHOOL, TRADE SCHOOLS AND COLLEGES ATTENDED		
NAME AND LOCATION (CITY/STATE) OF SCHOOL	MAJOR / MINOR	DEGREE/DIPLOMA

SPECIAL SKILLS

LIST ANY EQUIPMENT, JOB RELATED EXPERIENCE, FORMAL TRAINING OR SKILLS THAT YOU WOULD LIKE US TO CONSIDER (EXAMPLES: FORKLIFT, MAINTENANCE EXPERIENCE, SHOP EQUIPMENT, CLERICAL EXPERIENCE)

REFERENCES

LIST 2 REFERENCES BELOW THAT WE MAY CONTACT WHO ARE FAMILIAR WITH YOUR WORK PERFORMANCE. USE PERSONAL REFERENCES, NOT RELATIVES, ONLY IF YOU HAVE NO EMPLOYMENT REFERENCES.			
CHECK ONE <input type="checkbox"/> EMPLOYMENT REF. <input type="checkbox"/> PERSONAL REF.	NAME	OCCUPATION	YEARS KNOWN
ADDRESS (STREET, CITY, STATE, ZIP, CODE)			TELEPHONE NUMBER ()
CHECK ONE <input type="checkbox"/> EMPLOYMENT REF. <input type="checkbox"/> PERSONAL REF.	NAME	OCCUPATION	YEARS KNOWN
ADDRESS (STREET, CITY, STATE, ZIP, CODE)			TELEPHONE NUMBER ()

IMPORTANT: PLEASE READ, SIGN AND DATE

- I DECLARE THAT ALL STATEMENTS AND ANSWERS ON THIS APPLICATION ARE TRUE AND COMPLETE AND AGREE THAT ANY UNTRUTH, MISLEADING ANSWER, OMISSION, CONCEALMENT OR FAILURE TO ANSWER ANY QUESTION FULLY, COMPLETELY AND ACCURATELY WILL BE GROUNDS FOR TERMINATING MY EMPLOYMENT OR WITHDRAWAL OF THE EMPLOYMENT OFFER.
- I AUTHORIZE NORTHSIDE ELEVATOR, INC. TO INVESTIGATE MY REFERENCES, TO COMMUNICATE WITH MY FORMER EMPLOYERS CONCERNING THE SAME, AND TO MAKE AN INDEPENDENT BACKGROUND INVESTIGATION OF MY CHARACTER, CONDUCT AND EMPLOYMENT RECORD, AND TO KEEP AND PRESERVE RECORDS OF SUCH INVESTIGATIONS.
- THE COMPLETION OF AN APPLICATION WITH NORTHSIDE ELEVATOR, INC. IS A PRELIMINARY STEP TO EMPLOYMENT. IT DOES NOT OBLIGATE NORTHSIDE ELEVATOR, INC. TO OFFER EMPLOYMENT, OR ME TO ACCEPT EMPLOYMENT. I AGREE THAT IF EMPLOYMENT IS OFFERED TO AND ACCEPTED BY ME, IT IS MUTUALLY UNDERSTOOD THAT ANY EMPLOYMENT IS NOT CONFINED TO A FIXED TERM AND MAY BE ENDED BY EITHER PARTY WITHOUT PRIOR NOTICE. ALL EMPLOYMENT WITH NORTHSIDE ELEVATOR, INC. IS "AT WILL," AND MAY BE TERMINATED WITH OR WITHOUT CAUSE.
- I UNDERSTAND THAT FEDERAL LAW REQUIRES ALL PERSONS HIRED BY NORTHSIDE ELEVATOR, INC. TO SUBMIT PROPER DOCUMENTATION TO VERIFY THEY ARE AUTHORIZED TO LEGALLY WORK IN THE UNITED STATES. FAILURE TO SUBMIT SUCH PROOF WITHIN THE REQUIRED TIME WILL RESULT IN IMMEDIATE TERMINATION.
- I UNDERSTAND THAT CONTINUED EMPLOYMENT MAY BE CONTINGENT UPON THE SUCCESSFUL COMPLETION OF A BACKGROUND INVESTIGATION.
- I UNDERSTAND THAT CONTINUED EMPLOYMENT MAY BE CONTINGENT UPON AND SUBJECT TO CONSENTING TO AND UNDERGOING DRUG TESTING, WHERE ALLOWED BY LAW, THE RESULTS OF WHICH MUST BE SATISFACTORY.

SIGNATURE OF APPLICANT

DATE



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**NORTHSIDE ELEVATOR, INC.
FAIR CREDIT REPORTING ACT DISCLOSURE STATEMENT**

IN ACCORDANCE WITH THE PROVISIONS OF SECTION 604(b)(2)(A) OF THE FAIR CREDITING REPORTING ACT, PUBLIC LAW 91-508, AS AMENDED BY THE CONSUMER CREDIT REPORTING REFORM ACT OF 1996 (TITLE II, SUBTITLE D, CHAPTER 1, OF PUBLIC LAW 104-208), YOU ARE BEING INFORMED THAT REPORTS VERIFYING YOUR CRIMINAL BACKGROUND, PREVIOUS EMPLOYMENT, AND YOUR DRIVING RECORD MAY BE OBTAINED ON YOU FOR EMPLOYMENT PURPOSES.

ADDITIONALLY, ON PROSPECTIVE EMPLOYEES WITH A COMMERCIAL DRIVER'S LICENSE (CDL), PREVIOUS DRUG AND ALCOHOL TEST RESULTS WILL BE CONDUCTED AS ARE REQUIRED BY SECTIONS 382.413, 391.23, AND 3.91.25 OF THE FEDERAL MOTOR CARRIER SAFETY REGULATIONS.

BY SIGNING BELOW AS A PRE-EMPLOYMENT CANDIDATE, YOU AUTHORIZE NORTHSIDE ELEVATOR, INC. TO CONDUCT THESE CHECKS.

SIGNATURE OF APPLICANT

DATE

PRINT NAME

