

**PM**  
Sanitation, Inc.

**Employment Application**

Thank you for your interest in applying for a job with Potts & Monger Sanitation, Inc. Because of our commitment to offering the highest possible satisfaction to our customers, we are only interested in hiring the best. We want to have a complete understanding of your qualifications, motivations and interests, so that we can make careful and deliberate hiring decisions that will benefit our company and our employees. Please answer the following questions honestly, completely and thoughtfully.

We are an Equal Opportunity Employer and do not discriminate on the basis of race, color, religion, sex, national origin, age, marital or veteran status, or disability.

Date of application: \_\_\_\_\_

**PERSONAL INFORMATION**

Name: \_\_\_\_\_  
*Last Name First Name Middle Initial*

Address: \_\_\_\_\_  
*Street*

\_\_\_\_\_ *City State Zip Code*

Telephone #: (\_\_\_\_\_) \_\_\_\_\_ Social Security #: \_\_\_\_\_  
*Area Code Phone Number*

If you have ever worked under another name, please identify:

**YOUR JOB INTERESTS**

Position Desired: \_\_\_\_\_ Date you can start: \_\_\_\_\_

What starting salary do you expect? \$ \_\_\_\_\_ / hour

Are you available for full-time work? **Yes No** Are you available for Part-time work? **Yes No**

Are there any days of the week that you would not be available to work? \_\_\_\_\_

**YOUR EDUCATION AND TRAINING**

Please circle the highest grade completed: \_\_\_\_\_  
*1 2 3 4 5 6 7 8 Grade School 9 10 11 12 High School 1 2 3 4 5 College 1 2 3 4 Trade/Tech*

What was the name of the last school that you attended?

Have you served in the United States Armed Forces? **(Yes) or (No)** Branch: \_\_\_\_\_ Final Rank \_\_\_\_\_

What extracurricular activities did you participate in, or special skills did you acquire, at the above-circled school(s) which might be helpful for the job in which you are applying?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**YOUR WORK EXPERIENCE**

Beginning with your present or most recent employer, describe your employment experiences below:

Are you presently employed? **Yes** **No**Are you on layoff or subject to recall? **Yes** **No****1. Present or last employer:**

Address: \_\_\_\_\_

Kind of business: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Starting position: \_\_\_\_\_ Pay: \$ \_\_\_\_\_

Final position: \_\_\_\_\_ Pay: \$ \_\_\_\_\_

Dates employed: From: \_\_\_\_\_ To: \_\_\_\_\_ Name of Supervisor: \_\_\_\_\_

*month/year* *month/year*

Description of your work and responsibilities: \_\_\_\_\_

Reasons for leaving: \_\_\_\_\_

Will you receive a satisfactory reference from this employer? **Yes** **No - Please explain:** \_\_\_\_\_May we contact your present employer at this time? **Yes** **No - Please explain:** \_\_\_\_\_**2. Next previous employer:**

Address: \_\_\_\_\_

Kind of business: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Starting position: \_\_\_\_\_ Pay: \$ \_\_\_\_\_

Final position: \_\_\_\_\_ Pay: \$ \_\_\_\_\_

Dates employed: From: \_\_\_\_\_ To: \_\_\_\_\_ Name of Supervisor: \_\_\_\_\_

*month/year* *month/year*

Description of your work and responsibilities: \_\_\_\_\_

Reasons for leaving: \_\_\_\_\_

Will you receive a satisfactory reference from this employer? **Yes** **No - Please explain:** \_\_\_\_\_**3. Next previous employer:**

Address: \_\_\_\_\_

Kind of business: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Starting position: \_\_\_\_\_ Pay: \$ \_\_\_\_\_

Final position: \_\_\_\_\_ Pay: \$ \_\_\_\_\_

Dates employed: From: \_\_\_\_\_ To: \_\_\_\_\_ Name of Supervisor: \_\_\_\_\_

*month/year* *month/year*

Description of your work and responsibilities: \_\_\_\_\_

Reasons for leaving: \_\_\_\_\_

Will you receive a satisfactory reference from this employer? **Yes** **No - Please explain:** \_\_\_\_\_**4. Next previous employer:**

Address: \_\_\_\_\_

**5. Next previous employer:**

Address: \_\_\_\_\_

**Personal Information**

Do you have, or have you applied for the legal right to remain permanently and work in the United States?

**Yes      No**

Have you ever been discharged or asked to resign by an employer?

**Yes****No**

If "Yes", please explain:

*A record of criminal conviction will not necessarily be a bar to employment, since Potts & Monger Sanitation, Inc. will consider the factors such as age, time of offense, the nature and the seriousness of the violation, and the evidence of rehabilitation in making any employment decision.*

Have you ever been convicted of a crime, other than minor traffic violations?

**Yes   No**

If "Yes", please explain: \_\_\_\_\_

Do you have a valid driver's license?

**Yes   No**

License # and State: \_\_\_\_\_

If you do not have a drivers license, do you have adequate transportataion to and from work?

**Yes   No**

Have you had any accidents in the last five(5) years?

**Yes   No**

If "Yes" please give the details of the accident: \_\_\_\_\_

Have you been cited for any moving violations in the last five(5) years?

**Yes   No**

If "Yes" please give the details of the moving violation: \_\_\_\_\_

Has your driver's license ever been suspended, revoked, denied or cancelled?

**Yes   No**

If "Yes" please give the details of the motion: \_\_\_\_\_

**Your References**

List the names of any professional or personal character references who have known you for the last three(3) years and from whom you can obtain letters of recommendation. Please do not list relatives.

1. Name: \_\_\_\_\_ Occupation: \_\_\_\_\_  
 Address: \_\_\_\_\_ City: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Relationship to applicant: \_\_\_\_\_

2. Name: \_\_\_\_\_ Occupation: \_\_\_\_\_  
 Address: \_\_\_\_\_ City: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Relationship to applicant: \_\_\_\_\_

3. Name: \_\_\_\_\_ Occupation: \_\_\_\_\_  
 Address: \_\_\_\_\_ City: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Relationship to applicant: \_\_\_\_\_

4. Name: \_\_\_\_\_ Occupation: \_\_\_\_\_  
 Address: \_\_\_\_\_ City: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Relationship to applicant: \_\_\_\_\_

5. Name: \_\_\_\_\_ Occupation: \_\_\_\_\_  
 Address: \_\_\_\_\_ City: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Relationship to applicant: \_\_\_\_\_

6. Name: \_\_\_\_\_ Occupation: \_\_\_\_\_  
 Address: \_\_\_\_\_ City: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Relationship to applicant: \_\_\_\_\_

**YOUR WORK PREFERENCES**

How many hours per week do you prefer? \_\_\_\_\_ How many days per week do you prefer? \_\_\_\_\_

Do you object to using a time clock? \_\_\_\_\_

How do you rate yourself as a typist? \_\_\_\_\_ Excellent Good Fair Poor

Do you have reliable means of getting to work? **Yes No**

Do you have any word processing experience? **Yes No**

Any computer operation experience? **Yes No**

Can you accept things in both company procedures and daily assignments? **Yes No**

Are you punctual? **Yes No** Are you confident on the telephone? **Yes No**

What kind of work are you looking for? \_\_\_\_\_

Why are you changing jobs? (Answer only if appropriate) \_\_\_\_\_

Why would you like to work at Potts & Monger Sanitation, Inc.? \_\_\_\_\_

**AUTHORIZATION TO RELEASE INFORMATION AND RECORDS**

I, \_\_\_\_\_, Have applied for a job with Potts & Monger Sanitation, Inc. I give my Permission to Potts & Monger Sanitation, Inc. to conduct any investigation regarding the information contained in my employment applications, which Potts & Monger thinks is necessary to determine my qualifications for assuming a job with the company. I give Potts & Monger Sanitation, Inc. my permission to contact any former employer, bureau or office, ant personal or professional reference or any other appropriate source may have about my character, general reputation, credit, education, or employment record, and I give my consent to any such source to release to Potts & Monger Sanitation, Inc. whatever information they have about me. I also unconditionally release all named and unnamed source from any and all liability which might result from furnishing any information about me.

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Witnessed by Date

## PLEASE READ THE FOLLOWING PARAGRAPHS CAREFULLY

*By signing below, I certify that I have read, understand and agree to each of the following statements:*

All of the information I have supplied not his application is true, accurate and complete, to the best of my knowledge, and I have not knowingly withheld any information which, if known to Potts & Monger Sanitation, Inc. would affect my application unfavorably. If I am hired by Potts & Monger Sanitation, Inc., and if the company discovers at any time during my employment that any of the statements or answers on this application are false, misleading, or incomplete, I may be dismissed immediately from my job. This employment application will be considered active for ninty(90) days from the date below. If I want to be reconsidered for a job with Potts & Monger Sanitation, Inc. after this period of time I must fill out another application.

I agree to submit to a medical examination which may include testing for drugs or alcohol prior to beginning work with Potts & Monger Sanitation, Inc. I understand that if I am employed by Potts & Monger Sanitation, Inc., I may be required, when job-related and consistent with Potts & Monger Sanitation, Inc.'s business needs, to undergo a medical examination or testing for alcohol. I further understand that I may be required to submit to a test for the use of illegal drugs at any time.

In consideration of my employment with Potts & Monger Sanitation, Inc., I agree to abide by all the company's rules and regulations. I understand that nothing in this employment application creates a contract of employment between me and Potts & Monger Sanitation, Inc. If I am hired by Potts & Monger Sanitation, Inc., my employment and compensation are "at will," which means that my employment can be terminated, either by Potts & Monger Sanitation, Inc. or me, with or without cause, and with or without notice. I understand that no manager or supervisor has the authority to make any employment agreement with me, either orally or in writing, that is not an at-will agreement. Only the CEO of Potts & Monger Sanitation, Inc. has the authority to enter into an employment agreement for any specified period of time, with me.

I agree to release to Potts & Monger Sanitation, Inc. or its designed agents all medical information, including but not limited to files, reports, x-rays, evaluations, and opinions held by medical personnel, to the extend such information is job-related and consistent with Potts & Monger Sanitation, Inc. business needs. I acknowledge that this is a general release and that if hired, it remains in effect for the duration of my employment. In the event of my personal indebtness to Potts 7 Monger Sanitation, Inc., I authorize Potts & Monger Sanitation, Inc. to withhold from my wages such amounts as permitted by law to satisfy my obligation to Potts & Monger Sanitation, Inc.

I give Potts & Monger Sanitation, Inc. my permission to conduct any investigation regarding the information contained in my employment application, which Potts & Monger Sanitation, Inc. thinks is necessary to determine my qualifications for assuming a job with the company. I give Potts & Monger Sanitation, Inc. my permission to contact any former employer, school, college or university, utility company, credit or finance bureau or office, any personal to professional reference, or any other appropriate source or individual for the purpose of gathering any information, personal or otherwise, that such source may have about my character, general reputation, health, credit, education or employment record, and I give my consent to any such source to release to Potts & Monger Sanitation, Inc. whatever information they have about me. I also unconditionally release all named and unnamed sources from any and all liability which might result from furnishing any information about me.

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Date

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Signature