



APPLICATION FOR EMPLOYMENT

WE CONSIDER APPLICANTS FOR ALL POSITIONS WITHOUT REGARD TO RACE, COLOR, RELIGION, GENDER IDENTITY OR EXPRESSION, NATIONAL ORIGIN, CITIZENSHIP, AGE, PHYSICAL OR MENTAL DISABILITY, MARITAL OR FAMILIAL STATUS, GENETIC INFORMATION, SEXUAL ORIENTATION, ANCESTRY, VETERAN OR MILITARY STATUS, OR ANY OTHER LEGALLY PROTECTED STATUS.

(PLEASE PRINT)

NAME _____		
PHONE (_____) _____	EMAIL ADDRESS _____	
ADDRESS _____		
CITY _____	STATE _____	ZIP _____

POSITION(S) APPLIED FOR _____	DATE OF APPLICATION ____ / ____ / ____
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HOW DID YOU LEARN ABOUT US?	<input type="checkbox"/> ADVERTISEMENT	<input type="checkbox"/> EMPLOYMENT AGENCY	FRIEND <input type="checkbox"/>
	<input type="checkbox"/> RELATIVE	<input type="checkbox"/> WALK-IN	OTHER (LIST): <input type="checkbox"/>

IF YOU ARE UNDER 18 YEARS OF AGE, CAN YOU PROVIDE A WORK PERMIT? YES NO

HAVE YOU EVER FILED AN APPLICATION WITH US BEFORE? Yes No IF YES, GIVE DATE: ____ / ____ / ____

HAVE YOU EVER BEEN EMPLOYED HERE BEFORE? Yes No IF YES, GIVE DATE: ____ / ____ / ____

ARE YOU CURRENTLY EMPLOYED? YES NO

MAY WE CONTACT YOUR PRESENT EMPLOYER? YES NO

ARE YOU PREVENTED FROM LAWFULLY BECOMING EMPLOYED IN THIS COUNTRY BECAUSE OF VISA OR IMMIGRATION STATUS? YES NO

WILL YOU NOW OR IN THE FUTURE REQUIRE SPONSORSHIP FOR EMPLOYMENT VISA STATUS (e.g., H-1B VISA STATUS)? YES NO

PROOF OF CITIZENSHIP OR IMMIGRATION STATUS WILL BE REQUIRED UPON EMPLOYMENT.

ON WHAT DATE WOULD YOU BE AVAILABLE FOR WORK? ____ / ____ / ____

ARE YOU AVAILABLE TO WORK: FULL-TIME PART-TIME SHIFT WORK TEMPORARY

ARE YOU CURRENTLY ON "LAY-OFF" STATUS AND SUBJECT TO RECALL? YES NO

CAN YOU TRAVEL IF A JOB REQUIRES IT? YES NO

DO YOU CURRENTLY HAVE AN UNEXPIRED AND VALID DRIVER'S LICENSE? YES NO

HAVE YOU SIGNED ANY EMPLOYMENT AGREEMENTS W/ ANY EMPLOYER, E.G., A NON-COMPETE /

NON-SOLICITATION AGREEMENT THAT MIGHT AFFECT YOUR EMPLOYMENT WITH US? YES NO

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

SEE RESUME ATTACHED. (GO DIRECTLY TO "PERSONAL REFERENCES" SECTION WHEN RESUME IS ATTACHED.)

EDUCATIONAL BACKGROUND

	NAME & ADDRESS OF SCHOOL	COURSE OF STUDY	YEARS COMPLETED	DIPLOMA DEGREE
ELEMENTARY SCHOOL				
HIGH SCHOOL				
UNDERGRADUATE COLLEGE				
GRADUATE PROFESSIONAL				
OTHER (SPECIFY)				

INDICATE ANY FOREIGN LANGUAGES YOU CAN SPEAK, READ AND/OR WRITE

	FLUENT	GOOD	FAIR
SPEAK			
READ			
WRITE			

DESCRIBE ANY SPECIALIZED TRAINING, APPRENTICESHIP, SKILLS AND EXTRA-CURRICULAR ACTIVITIES.

DESCRIBE ANY JOB-RELATED TRAINING RECEIVED IN THE UNITED STATES MILITARY.

LIST PROFESSIONAL, TRADE, BUSINESS OR CIVIC ACTIVITIES AND OFFICES HELD. *YOU MAY EXCLUDE MEMBERSHIP WHICH WOULD REVEAL GENDER, RACE, RELIGION, NATIONAL ORIGIN, AGE, ANCESTRY, DISABILITY OR OTHER PROTECTED STATUS:*

PREVIOUS EMPLOYERS & THEIR ADDRESSES

PLACE AN BY THE CURRENT EMPLOYER IF YOU DO NOT WANT US TO CONTACT. LIST THE MOST RECENT EMPLOYER FIRST.

1. COMPANY NAME _____ PHONE (_____) _____
 CITY & ST. _____ EMPLOYED FROM _____ TO _____
POSITION _____ REASON FOR LEAVING _____
2. COMPANY NAME _____ PHONE (_____) _____
 CITY & ST. _____ EMPLOYED FROM _____ TO _____
POSITION _____ REASON FOR LEAVING _____
3. COMPANY NAME _____ PHONE (_____) _____
 CITY & ST. _____ EMPLOYED FROM _____ TO _____
POSITION _____ REASON FOR LEAVING _____

PERSONAL REFERENCES

(OTHER THAN FAMILY MEMBERS OR PREVIOUS EMPLOYERS)

1. NAME _____ PHONE (_____) _____
ADDRESS _____
2. NAME _____ PHONE (_____) _____
ADDRESS _____
3. NAME _____ PHONE (_____) _____
ADDRESS _____

AFFIDAVIT & RELEASE

I CERTIFY THAT ANSWERS GIVEN HEREIN AND ON MY RESUME, IF ONE WAS PROVIDED, ARE TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE. I AUTHORIZE INVESTIGATION OF ALL STATEMENTS CONTAINED IN THIS APPLICATION FOR EMPLOYMENT AND/OR RESUME AS MAY BE NECESSARY IN ARRIVING AT AN EMPLOYMENT DECISION. THIS INVESTIGATION MAY INCLUDE EMPLOYMENT HISTORY, REASONS FOR LEAVING EMPLOYERS, CRIMINAL AND DRIVING RECORD, SOCIAL SECURITY NUMBER INVESTIGATION, CREDIT CHECK AND EDUCATION VERIFICATION. I ALSO AGREE TO PERMIT ASBURY CARBONS TO CONDUCT SUBSTANCE ABUSE TESTS AND ANY OTHER BACKGROUND INVESTIGATION PROCEDURES IT DEEMS APPROPRIATE WITH RESPECT TO MY APPLICATION, RESUME, AND IN THE EVENT OF HIRE, WHILE EMPLOYED. I HEREBY RELEASE ASBURY CARBONS, AND ALL PERSONS, CORPORATIONS OR ORGANIZATIONS FURNISHING SUCH INFORMATION FROM ALL LIABILITY FOR ANY DAMAGES RESULTING FROM THE INFORMATION OBTAINED.

THIS APPLICATION FOR EMPLOYMENT SHALL BE CONSIDERED ACTIVE FOR A PERIOD OF TIME NOT TO EXCEED 45 DAYS. ANY APPLICANT WISHING TO BE CONSIDERED FOR EMPLOYMENT BEYOND THIS TIME PERIOD SHOULD INQUIRE AS TO WHETHER OR NOT APPLICATIONS ARE BEING ACCEPTED AT THAT TIME.

I HEREBY UNDERSTAND AND ACKNOWLEDGE THAT, UNLESS OTHERWISE DEFINED BY APPLICABLE LAW, ANY EMPLOYMENT RELATIONSHIP WITH THIS ORGANIZATION IS OF AN "AT WILL" NATURE, WHICH MEANS THAT 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 THIS ORGANIZATION.

IN THE EVENT OF EMPLOYMENT, I UNDERSTAND THAT FALSE OR MISLEADING INFORMATION GIVEN IN MY APPLICATION, RESUME OR INTERVIEW (S) MAY RESULT IN DISCHARGE. I UNDERSTAND, ALSO, THAT I AM REQUIRED TO ABIDE BY ALL RULES AND REGULATIONS OF THE EMPLOYER. I UNDERSTAND THAT THE IMMIGRATION REFORM AND CONTROL ACT OF NOVEMBER 6, 1986 REQUIRES ME TO PROVE THE LEGALITY OF MY RESIDENCY OR CITIZENSHIP. I AM ALSO AWARE THAT THE FAILURE TO PROVIDE SUCH PROOF AT THE TIME OF REQUEST MAY LEGALLY FORCE MY TERMINATION.

APPLICANT'S SIGNATURE _____ DATE _____