



EMPLOYMENT APPLICATION

Mail To: 4867 William Flynn Highway, Allison Park, PA 15101

We are an equal opportunity employer and shall consider qualified applicants without regard to race, color, sex, age, religion, national origin, marital status, disability, or any other basis prohibited by law. We always reserve the right to hire the most qualified individual to fill any job opening at any point in time. Because our employment needs change from time-to-time, your application may not be kept active for more than 30 days. Therefore you are welcome to reapply for any position at any time. In order for you to be considered for employment, this application must be completed in its ENTIRETY.

PERSONAL

Last Name	First	Middle	Social Security Number
Present Address	City	State	Zip Code
			Telephone Number
If Hired, Can You Prove You Are of Legal Age? Yes <input type="radio"/> No <input type="radio"/>		Can You Submit Verification of Your Legal Right to Work in the USA? Yes <input type="radio"/> No <input type="radio"/>	
In Case of Emergency, Notify	Name	Address	Telephone Number

EMPLOYMENT

Position <input type="checkbox"/> Cashier <input type="checkbox"/> Production <input type="checkbox"/> Other <input type="checkbox"/> Assistant Manager <input type="checkbox"/> Department Manager	Date You Can Start _____ Presently Employed? Yes <input type="radio"/> No <input type="radio"/> Dates of Any Prior Commitments _____ Have You Ever Applied Here Before? Yes <input type="radio"/> No <input type="radio"/> When? _____ Salary Desired \$ _____
Referred by: _____	

You Are Applying for: Part-Time # of Hours per Week _____ Full-Time Temporary Seasonal

Days and Hours Available	From	SUN	MON	TUE	WED	THU	FRI	SAT
		To						

Consistent attendance and punctuality are essential requirements of every job with this company. Is there anything that would interfere with your regular attendance and punctuality, if you were offered a job with the company? Yes No

If yes, please explain _____

MINORS – This section is to be completed **ONLY if under age 18.**

Age	Birth Date (month/day/year)	School Dismissal Time	Do you have permission from your parents to work? Yes <input type="radio"/> No <input type="radio"/>
			Do you have School District Working Papers from a previous employer Yes <input type="radio"/> No <input type="radio"/>

DRIVING SKILLS

Do You Have a Valid Driver's License? Yes No _____
License Number

Can You Drive a Manual Transmission? Yes No

Have you ever pleaded guilty to or been convicted of any crime other than a summary traffic violation? Yes No
 (Convictions will not necessarily exclude you from employment, but date and type of conviction will be considered for job placement)
 If yes, give details: _____

Any Special Skills or Experience? _____

Community Involvement: _____

EDUCATION	Name and Location of School	# of Years	Date Graduated	Subjects Studied / Major
High School				
College				
Trade, Business, or Correspondence School				

FORMER Employers (Start with Last One First)	Name / Telephone Number of Employer	Salary	Position	Reason for Leaving
			Contact Person	
From				
To				
From				
To				
From				
To				

Which of these jobs did you like best? _____

Please Read and Sign Below

May we contact your current employer? Yes No

I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment and that the answers given by me are true and correct. I further certify that I, the undersigned applicant, have personally completed this application. I understand that any omission or misstatement of material fact on this application or on any document used to secure employment may result in rejection of this application or immediate discharge if I am employed, regardless of time elapsed before discovery.

I consent to a drug screening and any other testing required of the position be conducted by a laboratory/clinic selected by the company. I further authorize full release of all test results and medical information to Cleantown USA and its Medical Review Officer. If I do not pass all testing requirements, I will not be hired. If employed, I will abide by all the terms of the Alcohol and Illegal Drug Policy.

I understand that nothing contained in the application or conveyed during any interview, which may be granted, is intended to create an employment contract between the company and the undersigned. In addition I understand and agree that if I am employed, subject to limitations imposed by any applicable collective bargaining agreement, my employment is for no definite or determinable period and may be terminated at any time with or without prior notice, at the option of either the company or myself; and that no promises or representations contrary to the forgoing are binding on the company unless made in writing and signed by the company's President.

Signature _____ Date _____

DO NOT WRITE BELOW THIS LINE!

INTERVIEWED BY: _____

REMARKS: _____

NEATNESS _____

HIRED Yes No POSITION _____ DEPARTMENT _____

SALARY/WAGE \$ _____ STARTING DATE _____

APPROVED: 1. _____ 2. _____ 3. _____