



**WE SUPPORT A DRUG FREE WORKPLACE**

**EMPLOYMENT APPLICATION**

Date: \_\_\_\_\_ Date Available: \_\_\_\_\_

*(Failure or refusal to fully complete this application in its entirety may be a basis to deny employment. All questions must be answered carefully and completely. If you have a resume, please attach it to this application. Please type or print.)*

**Personal Data**

Name \_\_\_\_\_ Social Security No. \_\_\_\_\_  
Last First Middle

Have you ever worked under another name?  Yes  No If yes, give name \_\_\_\_\_

Are you over age 18? \_\_\_\_\_

Address \_\_\_\_\_ Phone No. \_\_\_\_\_  
Number and Street

\_\_\_\_\_ Daytime No. \_\_\_\_\_  
City State Zip Code

In case of emergency notify \_\_\_\_\_  
Name Address Phone number

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

Check type of employment desired:  Full Time  Part Time

Are you employed now? \_\_\_\_\_ If so, may we Inquire of your present employer? \_\_\_\_\_

Ever applied to this company before? \_\_\_\_\_ Where? \_\_\_\_\_ When? \_\_\_\_\_

Do you have a valid driver's license?  Yes  No

If so, what state issued it and what is the license number? \_\_\_\_\_

Other than traffic violations, have you ever been convicted of a crime? (Conviction will not be an absolute bar to employment).  Yes  No

If yes, describe in detail: \_\_\_\_\_

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

**Education and Training**

*Please complete all appropriate items.*

| TYPE OF SCHOOL           | NAME AND LOCATION OF SCHOOL | DATES ATTENDED | NAME AND DATE OF DEGREE EARNED                                       | MAJOR AND MINOR FIELDS OF STUDY |
|--------------------------|-----------------------------|----------------|--|---------------------------------|
| High or Trade School     |                             |                | Diploma?<br><input type="checkbox"/> Yes <input type="checkbox"/> No |                                 |
| Business or Tech. School |                             |                |  |                                 |
| Colleges                 |                             |                |  |                                 |
| Other Training (Explain) |                             |                |  |                                 |

**Work Experience**

*Note: Start with most recent position, furnish dates and explanations for each period of unemployment of one month or more. A resume providing this information may be attached as a supplement.*

|                                      |                      |                 |                    |
|--------------------------------------|----------------------|-----------------|--------------------|
| Present/Last employer                | Type of business     | Address         | Phone number       |
| Start Date                           | Leave Date           | Salary          | Reason for leaving |
| Job title                            | Supervisor and title | May we contact? |                    |
| Description of job and duties: _____ |                      |                 |                    |
| _____                                |                      |                 |                    |
| _____                                |                      |                 |                    |

|                                      |                      |                 |                    |
|--------------------------------------|----------------------|-----------------|--------------------|
| Present/Last employer                | Type of business     | Address         | Phone number       |
| Start Date                           | Leave Date           | Salary          | Reason for leaving |
| Job title                            | Supervisor and title | May we contact? |                    |
| Description of job and duties: _____ |                      |                 |                    |
| _____                                |                      |                 |                    |
| _____                                |                      |                 |                    |

|  |                      |                 |                    |
|--|----------------------|-----------------|--------------------|
| Present/Last employer                                  | Type of business     | Address         | Phone number       |
| Start Date   | Leave Date           | Salary          | Reason for leaving |
| Job title  | Supervisor and title | May we contact? |                    |
| Description of job and duties: _____<br>_____<br>_____ |                      |                 |                    |

**Additional Qualifications**

What knowledge, special, technical or computer skills, and/or individual capabilities do you have which especially prepare you for the position you have applied for?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Military: Branch of service \_\_\_\_\_ Rank at discharge: \_\_\_\_\_ Dates of service: \_\_\_\_\_

List duties in the service, including schools and training: \_\_\_\_\_

\_\_\_\_\_

**References**

List three unrelated persons who have known you for at least a year.

|      |         |              |
|------|---------|--------------|
| Name | Address | Phone number |
| Name | Address | Phone number |
| Name | Address | Phone number |

I certify that all statements in this application are true and complete to the best of my knowledge. I understand that false information, misrepresentations or omissions may be grounds to deny an offer of employment, or may be grounds for dismissal if I am hired.

I authorize and hereby consent to permit Checkmate Services, Inc., and any of its authorized representatives ("Company") to contact anyone that Company deems appropriate, including but not limited to, any and all former employers, references and law enforcement agencies, to investigate or verify any information I have provided, or to discuss my background, past performance or suitability for employment. I further consent to and hereby authorize my former employers, references and any other

individual or organization to provide information solicited by the Company, and I hereby release and discharge each of the above, including the Company, from any liability of any kind or nature as a result of such reference or background checks.

I understand that any offer of employment may be contingent upon passing a drug screen test, and I hereby consent to such a test. I also understand that the Company reserves the right to drug test employees, and I consent to such tests.

I understand that any offer of employment is contingent on satisfactory proof of authorization to work in the United States.

Finally, I understand that all employment is at-will; that no employment is for a definite term; that either the Company or I may terminate any employment relationship with or without cause, with or without notice; and that neither this application nor any statement in any interview creates a contract of employment.

I hereby acknowledge that I have read and understand each of the above statements.

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

This application will be considered active for 30 days. After that period, if you still wish to be considered, please contact us.

This Company is an equal opportunity employer. All qualified applicants receive consideration for employment without regard to race, color, religion, sex, age, national origin, disability or veteran status.