



# EMPLOYMENT APPLICATION

Apple Fasteners  
3617 Simpson Ferry Rd  
Camp Hill, PA 17011  
1-800-704-8112  
Fax 1-800-633-7916

## PERSONAL

Last Name:	First Name:	MI:	SS/DL#:
Present Address:			
Home Phone:	Mobile Number:	Email:	
Permanent Address, if different from present address:			
If hired can you provide proof that you are legally able to work in the United States?			Yes    No
Have you ever been convicted of a criminal offense (felony or misdemeanor)? If yes, please state nature of offense(s), date(s), city, state and disposition on a separate sheet of paper. <i>Note: An affirmative answer will not necessarily result in disqualification for employment:</i>			
Yes		No	

## EMPLOYMENT

Position Desired:	Salary Desired:
What days and hours are you available for work?	
Are you available for overtime?	Yes    No
Are you over 18 years of age?	Yes    No
When are you available to begin work?	
If under 18, can you provide a work permit?	Yes    No
Are you able to perform the essential functions of the job for which you are applying?	Yes    No

## SKILLS

Do you speak, write or understand any foreign language? If yes which language(s) and with what proficiency:
Yes    No
Are you able to operate a personal computer? Yes    No    Types of software:
List other office machines you can operate:
Specific skills or training: What knowledge, special skills and/or individual capabilities do you have which especially prepare you for the position applied for?

# EMPLOYMENT HISTORY

Experience: Please account for all employment within the last seven (7) years, beginning with your current or more recent employer. In addition, please indicate any other experience which you believe is relevant to the position for which you are applying (*e.g.*, volunteer experience, military service, experience gained over seven (7) years prior, etc.) Attach an additional sheet if extra space is needed.

## POSITIONS HELD

Company Name:	Dates Employed: From:      To:	Starting Salary Ending Salary
Telephone:	Job Title:	Hours Worked From:      To:
Supervisor:	Specific Job Duties: 1. 2. 3.	
Address:		
City, State, Zip Code:		
Is this your current employer? Yes      No	What is the most important skill demonstrated on the job?	
May we contact this employer? Yes      No	Reason for leaving:	

Company Name:	Dates Employed: From:      To:	Starting Salary Ending Salary
Telephone:	Job Title:	Hours Worked From:      To:
Supervisor:	Specific Job Duties: 1. 2. 3.	
Address:		
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Is this your current employer? Yes      No	What is the most important skill demonstrated on the job?	
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Company Name:	Dates Employed: From:      To:	Starting Salary Ending Salary
Telephone:	Job Title:	Hours Worked From:      To:
Supervisor:	Specific Job Duties: 1. 2. 3.	
Address:		
City, State, Zip Code:		
Is this your current employer? Yes      No	What is the most important skill demonstrated on the job?	
May we contact this employer? Yes      No	Reason for leaving:	

## PERIODS OF UNEMPLOYMENT

Please account for all periods of unemployment within the last seven years (7) years.

Dates Unemployed From:            To:	Reason for Unemployment:
Dates Unemployed From:            To:	Reason for Unemployment:
Dates Unemployed From:            To:	Reason for Unemployment:

## EDUCATION

Type of School	Name & Location of School	# of years to completed	Graduated		Degree(s) or Diplomas(s)	Major Field(s) of Study
			Yes	No		
High School or Trade School						
Business or Tech. School						
Jr. College and/or University						
Other Training (Explain)						

## MILITARY SERVICE

Have you obtained and special skills or abilities as the result of service in the military?	Yes	No
If yes, please describe:		

## PERSONAL REFERENCES

Please list at least two (2) persons NOT related to you who have known you for at least five (5) years.		
Name:	Address:	Phone No.
Name:	Address:	Phone No.

# APPLICANT'S STATEMENT

(Initial each numbered item as read)

1. \_\_\_\_\_ The information that I have provided on this application is accurate to the best of my knowledge and may be verified by the Company or its agents.
2. \_\_\_\_\_ I authorize all the schools, persons and organizations named in this application to provide any relevant information in their possession or knowledge to the agents of the Company, for use in deciding whether or not to offer me employment and specifically waive any required written notification. I hereby release the Company, my former employers and all other persons from any and all claims, demands, or liabilities arising out of or in any way related to such inquiry or disclosure.
3. \_\_\_\_\_ I understand that the Company is committed to maintaining a drug and alcohol free work place. Accordingly, I may be subject to a pre-employment blood test, urinalysis or other drug/alcohol screening. I further understand that if employed, I may be subject to such a drug and alcohol screening if the Company has reasonable suspicion to believe that I am under the influence of a drug or alcohol. My consent to submit to such a test is required as a condition of employment and my refusal to consent shall result in a refusal to hire or, if already employed, termination.
4. \_\_\_\_\_ I authorize the Company to obtain consumer reports from consumer reporting agencies for use in deciding whether or not to offer me employment. I understand that such reports may include information concerning my credit worthiness, credit standing, credit capacity, character, general reputation, personal characteristics, or mode of living. I understand that if I am denied employment based upon information obtained in any credit report, I will be provided with the name, address, and telephone number of the consumer reporting agency, a copy of the report, and an explanation of my rights concerning it.
5. \_\_\_\_\_ I understand and agree that any misrepresentation or omission of facts in this application will be justification for refusal or termination of employment, regardless of the time elapsed before discovery.
6. \_\_\_\_\_ I understand and agree that the employment for which I am making application is, and is intern to be, at-will and such employment may be terminated at any time with or without cause, without prior notice, by either myself or the Company. There will be no agreement, express or implied between the Company and me for any specific period of employment, nor for continuing or Ion teml employment, unless made in writing, signed by an authorized representative of the Company.
7. \_\_\_\_\_ I have placed my signature in the space provided below only after I have completed the entire to the best of my ability and have carefully read the foregoing seven (7) statements.

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Date

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Name

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Signature