

# Employment Application

<b>Employment Application</b>					Last Name, First Initial:
<b>Personal Information</b>					
Name (Last, First, MI)					
Street address					
City, State, Zip					
Home phone number		Work phone number			
Emergency Contact Name and Number		Emergency Contact Name and Number			
Social security number		E-mail address			
<b>Employment Desired</b>					
Position applied for					
How did you hear about this position?					
Date available for work		Desired hours (full time, part time, etc.)			
<b>Education</b>					
	Name and Address of School	Course of Study	Total Years of Study	Degree/ Diploma	Today's Date:
High School					
Undergraduate College					
Graduate/ Professional					
Other (Specify)					
List any seminars, classes or other education not listed above which may help qualify you for this position (if you need additional space, please use page 7):					

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## Employment History

List below all present and past 4 employers, starting with your **most recent** employer. Account for all periods of unemployment. You must complete this section even if attaching a resume.

May we contact your current employer?  YES  NO

1.	Employer – current? <input type="checkbox"/> Yes <input type="checkbox"/> No	Start Date	End Date	Essential job functions of final position	
	Address			1.	
	City, State, Zip		Starting Salary	Ending Salary	2.
	Phone number				3.
	Job position(s)				4.
	Supervisor(s)		E-mail address of supervisor		
	Reason(s) for leaving				
	What value did you add to this company or its customers?				
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	-----				
2.	Employer – may we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No	Start Date	End Date	Essential job functions of final position	
	Address			1.	
	City, State, Zip		Starting Salary	Ending Salary	2.
	Phone number				3.
	Job position(s)				4.
	Supervisor(s)		E-mail address of supervisor		
	Reason(s) for leaving				
	What value did you add to this company or its customers?				
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[PLEASE CONTINUE ON NEXT PAGE]

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## Employment History

3.	Employer – may we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No		Start Date	End Date	Essential job functions of final position
	Address				1.
	City, State, Zip		Starting Salary	Ending Salary	2.
	Phone number				3.
	Job position(s)				4.
	Supervisor(s)		E-mail address of supervisor		
	Reason(s) for leaving				
	What value did you add to this company or its customers?				
	.....				
	.....				
4.	Employer – may we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No		Start Date	End Date	Essential job functions of final position
	Address				1.
	City, State, Zip		Starting Salary	Ending Salary	2.
	Phone number				3.
	Job position(s)				4.
	Supervisor(s)		E-mail address of supervisor		
	Reason(s) for leaving				
	What value did you add to this company or its customers?				
	.....				
	.....				

[PLEASE CONTINUE ON NEXT PAGE]

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## Additional Information

Have you ever been employed with ArmaLite before?  Yes  No  
If Yes, when? .....

Do you have any friends or relatives employed by ArmaLite?  Yes  No  
If Yes, please provide their names and relationship to you: .....

Are you currently employed?  Yes  No  
May we contact your employer?  Yes  No  
Are you currently on "lay off" status and subject to recall?  Yes  No

If you are under 18 years of age, can you provide proof of your eligibility to work?  Yes  No

If hired, can you provide proof of U.S. citizenship or proof of your legal right to work in the U.S.?  Yes  No

Are you able to perform all of the essential functions of the job for which you are applying with or without reasonable accommodation?  Yes  No

If hired, are there any accommodations the company would need to provide so that you can perform all those essential functions and duties of the position being applied for?  Yes  No  
If Yes, please explain: .....

If driving is a requirement of the position applied for, have you in the last 7 years been convicted of Driving Under the Influence "(DUI)"  Yes  No  N/A

If hired, do you have a reliable means of transportation to and from work?  Yes  No

If hired, would you be able to travel or work overtime as needed?  Yes  No

Have you ever been convicted of a felony?  Yes  No  
If Yes, please explain: .....

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*Please read each statement closely and initial each acknowledging your understanding*

## **Equal Employment Opportunity Statement**

ArmaLite is committed to the principles of equal employment opportunity and is committed to make employment decisions based on merit. We are committed to complying with all Federal, State and local laws providing for equal employment opportunities, as well as all laws related to terms and conditions of employment. ArmaLite desires to maintain a work environment that is free of sexual harassment and discrimination due to race, religion, color, national origin, physical or mental disability, age or any other status protected by Federal, State or local laws. ArmaLite will make reasonable efforts to accommodate those physical or mental limitations of an otherwise qualified employee unless undue hardship would result for the company.

## **Complete and Accurate Information**

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 to the best of my knowledge. I further certify that I have personally completed this application. I understand that any omission or misstatement of material fact on this application, or any other document used to secure employment, shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery.

## **At-Will Employment**

I understand and agree that if I am employed, my employment will be "at-will", which means that ArmaLite may terminate the employment relationship at any time, with or without cause and with or without notice. Likewise, ArmaLite will respect my right to terminate my employment at any time, with or without cause and with or without notice. I further understand that any prior representation, whether expressed or implied to the contrary is hereby superceded and that no promise or representation contrary to the foregoing is binding on ArmaLite unless made in writing and signed by ArmaLite's president.

## **Testing Authorization**

If offered a position with ArmaLite, I hereby agree to any legally permitted physical, psychological, skill, drug or medical test required by ArmaLite as a condition of employment.

## **Investigation Authorization**

I authorize investigation into all statements and references contained in this application. Said investigation may include credit, driving, criminal background, references and other background checks. By applying for this job, I also authorize post-hire investigation into my credit, driving and criminal background.

## **ArmaLite's Obligation**

I understand and agree that ArmaLite's acceptance of this job application does not mean that a position for which I am qualified is open (unless specifically posted) or that the company has agreed to hire me. I understand that ArmaLite is under no obligation to hire me as the result of accepting this completed application.

I HAVE READ AND UNDERSTAND THE ABOVE POLICY STATEMENTS AND AGREE TO BE BOUND BY THEM IF EMPLOYED BY ARMALITE, INC.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date