

# Employment Application

Drug and Alcohol Test Required. \_\_\_\_\_

Please fill in all blanks and check all applicable boxes. If an item does not apply, write in or check "N/A".

## Personal

Name \_\_\_\_\_  
Last First Middle

Address \_\_\_\_\_  
Street City State Zip Home Phone (\_\_\_\_\_) \_\_\_\_\_

Position or type of employment desired \_\_\_\_\_ Rate of pay expected: \$ \_\_\_\_\_ per hour

Available for: Full Time  Part Time  Temporary

Date Available: \_\_\_\_\_ Shift Preference: \_\_\_\_\_ Are you willing to work overtime? Yes  No

Have you the legal right to work in the U.S.? Yes  No

Have you ever been convicted of a felony? (A conviction will not necessarily bar an applicant from employment) Yes  No

If yes, describe briefly: \_\_\_\_\_

Have you previously: Applied for employment at Superior? Yes  No  Been employed here? Yes  No

Position \_\_\_\_\_ Location \_\_\_\_\_ Date(s) \_\_\_\_\_

This application is a result of:

Advertisement \_\_\_\_\_ (identify \_\_\_\_\_ ad \_\_\_\_\_ and \_\_\_\_\_ publication): \_\_\_\_\_

Employee referral \_\_\_\_\_ (name of employee)

Other (e.g.: walk in, employment agency, etc.): \_\_\_\_\_

## Employment Record

(Beginning with your present or most recent position, please provide information about the last three jobs you have held.)

Employer: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_ Salary or Wage \$ \_\_\_\_\_

Dates Employed From: \_\_\_\_\_ To: \_\_\_\_\_ Position Held: \_\_\_\_\_

Specific equipment or machinery operated: \_\_\_\_\_

Duties: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

Employer: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Salary or Wage \$ \_\_\_\_\_ Dates Employed From: \_\_\_\_\_

To: \_\_\_\_\_ Position Held: \_\_\_\_\_

Specific equipment or machinery operated: \_\_\_\_\_

Duties: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

Employer: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Salary or Wage \$ \_\_\_\_\_ Dates Employed From: \_\_\_\_\_

To: \_\_\_\_\_ Position Held: \_\_\_\_\_

Specific equipment or machinery operated: \_\_\_\_\_

Duties: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

(If additional work history is pertinent, please attach additional sheets)

**Education**

Name	City	State	Major Subject	Degree/Diploma
High School				
College				
College				
Graduate School				
Business, Trade or Other				

Please list all training, skills, experience, etc. you have which relate to the job you seek. (Important: Identify production and/or office equipment you know how to operate, how many words you can type per minute, if applicable.) \_\_\_\_\_

**Driving Record**

Are you currently licensed to drive a vehicle in this state? Yes  No

Have you been convicted of a moving violation within the past three years? \_\_\_\_\_ If yes, explain: \_\_\_\_\_

**U.S. Military**

Have you served in the U.S. military? Yes  No

Branch of Service: \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

Primary Training/Duty: \_\_\_\_\_ Rank \_\_\_\_\_ at \_\_\_\_\_ discharge: \_\_\_\_\_

**Certification and Agreement – Read Carefully**

**and Sign**

1. By signing this application, I authorize all previous employers to furnish Superior all information they may have about me, including the reasons for my leaving. I hereby release them and Superior from all liability for damages that may occur from the release of such information. I authorize Superior to conduct whatever investigation it deems appropriate, and I acknowledge that any false statement by me, or failure to disclose fully all information requested above my signature on this form, may disqualify this application from consideration, may disqualify me for employment, or, if employed, may result in my dismissal.

2. I understand that:

a. In the event of my employment with Superior, such will be completely voluntary, at-will, for an indefinite term, and may be terminated by me, or the Company, at any time, and for any or no reason not prohibited by law, and with or without prior notice. All employment is continued on that basis, and I understand that no supervisor, manager, or executive of the Company, other than the president, has authority to alter the foregoing. I understand that if I am employed at Superior, my status as an at-will employee may not be changed or modified (1) by any practice or procedure of the Company or in the industry, or (2) by any policy manual or other document issued by the Company except by a written employment contract executed by the president and myself, which pertains solely to my employment, and which specifically revokes the employment at-will relationship.

b. A clean drug and alcohol screening is a pre-requirement for employment, and I hereby authorize reasonable use of my drug and alcohol screening results – both as part of this application process, and, if I am accepted for employment, as per Superior Substance Abuse Policy.

c. If I am not hired within sixty days of the date hereon, this application will then become inactive, and I must formally reapply if I wish to be considered for employment.

d. If I am seeking a position that might involve driving on Company business, or driving a Company vehicle, before an offer of employment is valid I must provide proof that my driving record, verified by a current motor vehicle record (“MVR”), meets the requirements of both Superior Driver Safety Policy and Superior insurance company.

3. If I am employed, I agree:

a. To meet employment requirements of the Federal Immigration and Naturalization service and to submit appropriate documentation to satisfy the requirements for completing INS Form I-9, if requested.

b. That all Intellectual Property (e.g. inventions, patents, trademarks, copyrights, designs, processes, procedures, techniques, programs, lists, etc.) that I create or assist in creating while a Superior employee, and which relate to Superior’s business activities shall belong to Superior and not to me.

c. To sign a confidentiality agreement if requested to do so.

d. To abide by all policies, rules, regulations, and performance standards of Superior, and as such may be amended from time to time.

e. To meet minimum age requirements of applicable laws and submit proof of true age, if required.

f. That Superior may obtain from any applicable government or other office, at any time Superior so desires, my current motor vehicle record (“MVR”), including any personal information that might be included there.

4. I certify that:

a. I am honestly seeking the job applied for.

b. I have read and thoroughly reviewed this completed application.

c. All information contained in this application is true, correct, and complete.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

**Do not write below this line**

Interviewed by: \_\_\_\_\_ Date \_\_\_\_\_ Job # \_\_\_\_\_