

# Application For Employment

(Please Print)

**Employment is contingent upon passing a  
Pre-employment drug screening and background check.**

Date \_\_\_\_\_

## I. Personal Information

1. \_\_\_\_\_  
Name: Last First Middle

\_\_\_\_\_  
Present Address

\_\_\_\_\_  
Permanent Address (if different from above)

\_\_\_\_\_  
Telephone

**Federal law prohibits the employment of unauthorized aliens. All persons hired must submit satisfactory proof of employment authorization and identity (valid driver's license, birth certificate, Green Card, etc.) within three days of being hired. Failure to submit such proof within the required time shall result in immediate employment termination.**

**Position Applied For:** \_\_\_\_\_

1. Is there any information we would need about your name or use of another name for us to be able to check your work record? Please specify:  
\_\_\_\_\_

2. Do you have any relatives who are presently (or have formerly been) employed by Taber's Products?  
\_\_\_\_\_

3. How were you referred to Taber's Products? \_\_\_\_\_

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

**We are an equal opportunity employer, dedicated to a policy of non-discrimination in employment on an basis including age, sex, color, race, creed, national origin, religious persuasion, marital status, political belief, or disability that does not prohibit performance of essential job functions.**

## II. Educational History

<u>School Name/Location</u>	<u>Years Completed</u>	<u>Degree/Diploma</u>
Elem/Jr. High _____		
High School _____		
College _____		
Tech Training _____		
Special Skills, training, machine operation, etc _____		
_____		

## III. Employment Record (Please include all employment for the last five years.)

2. \_\_\_\_\_  
Company Name (Current or Most Recent Employer)      Position Held

\_\_\_\_\_      Dates Employed: \_\_\_\_\_  
Address      From      To

\_\_\_\_\_      \_\_\_\_\_  
Manager/Supervisor      Telephone      Wage/Salary

\_\_\_\_\_

Reason For Leaving

3. \_\_\_\_\_  
Company Name (Current or Most Recent Employer)      Position Held

\_\_\_\_\_      Dates Employed: \_\_\_\_\_  
Address      From      To

\_\_\_\_\_      \_\_\_\_\_  
Manager/Supervisor      Telephone      Wage/Salary

\_\_\_\_\_

Reason For Leaving

4. \_\_\_\_\_  
Company Name (Current or Most Recent Employer)      Position Held

\_\_\_\_\_      Dates Employed: \_\_\_\_\_  
Address      From      To

\_\_\_\_\_      \_\_\_\_\_  
Manager/Supervisor      Telephone      Wage/Salary

\_\_\_\_\_

Reason For Leaving

**NOTE:** Use a separate sheet to list additional employers, if necessary. We will contact all of the employers listed on this application unless you specifically exclude them below. Please list any employers you do not want us to contact and your reason for the exclusion:

\_\_\_\_\_  
Employers Name

\_\_\_\_\_  
Reason.

\_\_\_\_\_  
Employers Name

\_\_\_\_\_  
Reason

#### **IV. References** (Please do not include relatives or former employers)

1. \_\_\_\_\_  
Name

\_\_\_\_\_  
Years Known

\_\_\_\_\_  
Address

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
Occupation

2. \_\_\_\_\_  
Name

\_\_\_\_\_  
Years Known

\_\_\_\_\_  
Address

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
Occupation

3. \_\_\_\_\_  
Name

\_\_\_\_\_  
Years Known

\_\_\_\_\_  
Address

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
Occupation

#### **V. Work Availability**

1. If your application receives favorable consideration, when will you be available to begin work? \_\_\_\_\_

2. Do you have any objection to working overtime?       Yes       No

3. Can you work overtime without prior notice?       Yes       No

4. Can you work on Saturday?       Yes       No

5. Can you work on Sunday?       Yes       No

6. Can you travel if required by this position?       Yes       No

#### **V. Salary/Hourly Rate Requirements**

If your application receives favorable consideration, what salary/hourly rate would you require?

\$ \_\_\_\_\_ per \_\_\_\_\_

# Background Research Release

Please read this section carefully and acknowledge your understanding by signing your name in the space below.

I certify that all of the statements made by me on this application for employment are true, correct, and complete to the best of my knowledge.

## 1. Consent To Conduct Background Investigation

As a condition of and in consideration for Taber's Products Inc.'s consideration of this application, I give permission to Taber's Products, Inc. to investigate my personal and employment history. I understand that this background investigation will include, but not be limited to, verification of all information on this application, as well as interviews with past employers. I further give permission to Taber's Products Inc. to conduct this investigation and to discuss the results of this investigation in connection with my application for employment

## 2. Consent To Contact Past Employers

I give permission to Taber's Products Inc. to contact all employers listed in this application (except those specifically excluded) for references. I further give permission to all current or previous employers and/or managers or supervisors to discuss my relevant personal and employment history with Taber's Products Inc., consent to the release of such information orally or in writing, and hereby release them from all liability and agree not to sue them for defamation or other claims based upon any statements they make to any representative of Taber's Products Inc. I further waive all rights I may have under state law to receive a copy of any written statement provided by any of my former employers to Taber's Products Inc. I further agree to indemnify all past employers for any liability they may incur because of their reliance upon this release.

## 3. Consent To Contact Government Agencies

I give permission to any agent, attorney or representative of Taber's Products Inc. to receive a copy of any information obtained in the file of any federal, state or local court, governmental agency, law enforcement agency or investigator concerning or relating to me. I further consent to the release of such information and waive any right under state law concerning notification of the request for a release of such information. In the event a state law does not provide for prospective employers to have access to information. I hereby delegate Taber's Products Inc. as my agent for receipt of information. I understand that the scope of this investigation will be limited to criminal and/or civil records that relate to my honesty, integrity and/or abilities.

## 4. Falsification Statement

I understand that any falsification or willful omission of fact made in this application or in connection with any background investigation may be sufficient grounds for rejection of this application, or if discovered after an offer of employment, for immediate dismissal.

## 5. Employment "At Will"

In consideration of my employment, I agree to conform to the rules and regulations of Taber's Products Inc. and my employment and compensation is "at will" in that they can be terminated with or without cause, and with or without notice, at any time, at the option of either Taber's Products Inc. or myself, except as otherwise provided by law. I understand that no manager or representative of Taber's Products Inc., other than the President of Taber's Products Inc. has authority to enter into any agreement for employment for any specified period of time or to make any agreement or contract to the foregoing, and that any promises to the contrary will only be relied upon by me if they are in writing and signed by the President of Taber's Products, Inc.

---

Applicant's Signature

---

Date

# Background Screening Form

To properly perform background screening your birth date is needed.  
Please complete the date below:

**Birth Date:** \_\_\_\_\_

Your birth date and age information will be used only by our screening consultant to access records.

Your age or birth date will not be used in hiring decisions.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

## Office Use Only

Sent to background research consultant on: \_\_\_\_\_

After sending to consultant file this document the "Birth Date" folder and not in the employee file.