

Dear Applicant,

In accordance with the Drug-Free Workplace act of 1988, A-1 Auto Recyclers has established a

Drug- Free Workplace company wide policy. It is our policy to maintain a work environment that

is safe for all employees and conducive to high work standards. Therefore, if an offer of employment

is made, hiring is contingent upon the applicant passing a urine drug test.

A-1 Auto Recyclers will pay for the cost of the pre-employment drug test, which is approximately

\$48.00. If hired by A-1 Auto Recyclers and employment is terminated less than three months

from your hire date, the cost of the drug test will be deducted from your final paycheck.

Thank you!

Received by

A-1 AUTO RECYCLERS APPLICATION FOR EMPLOYMENT

DATE _____	
PERSONAL INFORMATION	
NAME	
MIDDLE	LAST
FIRST	
PRESENT ADDRESS	
STATE	STREET
CITY	
PERMANENT ADDRESS	
STATE	STREET
CITY	
PHONE NUMBER:	
EMAIL ADDRESS:	
REFERRED BY:	
EMPLOYMENT DESIRED POSITION APPLYING FOR:	
DATE YOU CAN START:	DESIRED SALARY:
ARE YOU EMPLOYED? IF SO, MAY WE INQUIRE OF YOUR PRESENT EMPLOYER?	
EVER APPLIED TO THIS COMPANY BEFORE?	
WHEN?	
EDUCATION & SKILLS	
Are you age 18 years or older? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Education: (Highest Grade Completed, college degrees, vocational, certifications, etc.) List any Education or Training	
SPECIAL SKILLS:	
IN CASE OF EMERGENCY NOTIFY	
NAME	ADDRESS
PHONE NO.	

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FORMER EMPLOYERS (LIST BELOW LAST FOUR EMPLOYERS, STARTING WITH LAST ONE FIRST)

DATE MO / YR	EMPLOYER NAME / ADDRESS	SALARY	POSITION	REASON FOR LEAVING
#1				
FROM		START		
TO		END		
#2				
FROM		START		
TO		END		
#3				
FROM		START		
TO		END		
#4				
FROM		START		
TO		END		

REFERENCES: GIVE BELOW THE NAMES OF THREE PERSONS NOT RELATED TO YOU, WHOM YOU HAVE KNOWN AT LEAST ONE YEAR.

NAME	ADDRESS	BUSINESS	PHONE
1			
2			
3			

I AUTHORIZE INVESTIGATION OF ALL STATEMENTS CONTAINED IN THIS APPLICATION. I UNDERSTAND THAT MISREPRESENTATION OR OMISSION OF FACTS CALLED FOR IS CAUSE FOR DISMISSAL. FURTHER, I UNDERSTAND AND AGREE THAT MY EMPLOYMENT IS FOR NO DEFINITE PERIOD AND MAY, REGARDLESS OF THE DATE OF PAYMENT OF MY WAGES AND SALARY, BE TERMINATED ANY TIME WITHOUT ANY PREVIOUS NOTICE.

DATE

SIGNATURE

DO NOT WRITE BELOW

INTERVIEWED BY _____ DATE _____

REMARKS:

NEATNESS		CHARACTER	
PERSONALITY		ABILITY	
SALARY	HIRED FOR DEPT.	POSITION	WILL REPORT
WAGES			

APPROVED: 1. _____ 2. _____
 3. _____ EMPLOYMENT MANAGER DEPT. HEAD
 GENERAL MANAGER