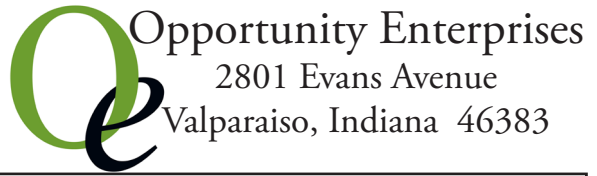


# APPLICATION FOR EMPLOYMENT



NAME: \_\_\_\_\_

We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, or any other legally protected status.

(PLEASE PRINT)

Position(s) Applied For:	Date of Application:	
How Did You Learn About Us?		
<input type="checkbox"/> Advertisement	<input type="checkbox"/> Relative	<input type="checkbox"/> Inquiry
<input type="checkbox"/> Employment Agency	<input type="checkbox"/> Friend	<input type="checkbox"/> Other _____

Last Name	First Name	Middle name			
Address	<i>Number</i>	<i>Street</i>	<i>City</i>	<i>State</i>	<i>Zip Code</i>

Telephone Number(s)	Social Security Number
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Best time to contact you at home is:..... :\_\_\_\_\_ AM PM

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

Have you ever filed an application with us before?.....  Yes  No  
If Yes, give date:\_\_\_\_\_

Have you ever been employed with us before?.....  Yes  No  
If Yes, give date:\_\_\_\_\_

Do any of your friends or relatives, other than spouse, work here?.....  Yes  No

Are you currently employed?.....  Yes  No

May we contact your present employer?.....  Yes  No

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status?.....  Yes  No  
*Proof of citizenship or immigration status will be required upon employment.*

Date available for work: \_\_\_/\_\_\_/\_\_\_      What is your desired salary range? \_\_\_\_\_

Are you available to work:     Full-Time      (please indicate 1 2 3 shift)  
    Part-Time      (please indicate Mornings Afternoon Evenings)  
    Temporary      (please indicate dates available \_\_\_/\_\_\_/\_\_\_ to \_\_\_/\_\_\_/\_\_\_)

Are you currently on "lay-off" status and subject to recall?.....  Yes  No

Can you travel if a job requires it?.....  Yes  No

POSITION: \_\_\_\_\_

DATE: \_\_\_\_\_

WE ARE AN EQUAL OPPORTUNITY EMPLOYER





# ADDITIONAL INFORMATION

## OTHER QUALIFICATIONS

Summarize special job-related skills and qualifications acquired from employment or other experience.

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## SPECIALIZED SKILLS (CHECK SKILLS/EQUIPMENT OPERATED)

<input type="checkbox"/> Terminal	<input type="checkbox"/> Spreadsheet	Production/Mobile Machinery (list)	Other (list)
<input type="checkbox"/> PC/MAC	<input type="checkbox"/> Word Processing	_____	_____
<input type="checkbox"/> Typewriter	<input type="checkbox"/> Shorthand	_____	_____
WPM _____	WPM _____	_____	_____

State any additional information you feel may be helpful to us in considering your application.

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Note to Applicants: DO NOT ANSWER THIS QUESTION UNLESS YOU HAVE BEEN INFORMED ABOUT THE REQUIREMENTS OF THE JOB FOR WHICH YOU ARE APPLYING.

Are you capable of performing in a reasonable manner, with or without a reasonable accommodation, the activities involved in the job or occupation for which you have applied? A review of the activities involved in such a job or occupation has been given. \_\_\_\_\_ Yes \_\_\_\_\_ No

## REFERENCES

1.	( )	
	(NAME)	PHONE #
	(ADDRESS)	
2.	( )	
	(NAME)	PHONE #
	(ADDRESS)	
3.	( )	
	(NAME)	PHONE #
	(ADDRESS)	

FOR PERSONNEL DEPARTMENT USE ONLY

Position(s) Applied For Is Open:  Yes  No

Position(s) Considered For: \_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_

NAME: \_\_\_\_\_ POSITION: \_\_\_\_\_ DATE: \_\_\_\_\_

# APPLICANT'S STATEMENT

I certify that answers given herein are true and complete.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

This application for employment shall be considered active for a period of time not to exceed 45 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization.

In the event of employment, I understand that false or misleading information given in my application or interviews(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the employer.

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

\_\_\_\_\_  
Date

## FOR PERSONNEL DEPARTMENT USE ONLY

Arrange Interview  Yes  No

Remarks \_\_\_\_\_

INTERVIEWER

DATE

Employed  Yes  No

Date of Employment \_\_\_\_\_

Job Title \_\_\_\_\_ Hourly Rate/Salary \_\_\_\_\_ Department \_\_\_\_\_

By \_\_\_\_\_

NAME AND TITLE

DATE

Opportunity Enterprises, Inc. 2801 Evans Avenue, Valparaiso, IN 46383  
Phone (219) 464-9621 Fax (219) 464-9635 Web www.oppent.org





*We're in the Business of  
Amazing People*

# APPLICANT ACKNOWLEDGMENT OF DRUG TEST REQUIREMENT

I understand that as part of my application for employment I must successfully complete a USDOT drug test as required by 49CFR Part 653. I understand that a negative test result is required before I will be considered for hire.

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Signature of Applicant

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Date