

# North Tree Enterprises, Inc.

## EMPLOYMENT APPLICATION

### Personal Information

First Name			Middle Name			Last Name		
Present Address			City			State		Zip Code
Mailing Address <i>(if different from above.)</i>			City			State		Zip Code
Primary Phone #			Secondary Phone #					
Primary Email Address			Secondary Email Address					

### Employment Eligibility Requirements

Are you legally eligible to work in this country? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>(Proof of eligibility is required after hire.)</i>							
Are you 18 years or older? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>(If under 18 a work permit is required by state/federal law.)</i>							
Social Security #		Driver License #		State of Issue	Class	Expiration Date	
Can you read, speak, and write fluent English? <input type="checkbox"/> Yes <input type="checkbox"/> No							

### Employment Desired / Availability

Position Desired		Salary Desired		
Have you previously applied to this company? <input type="checkbox"/> Yes <input type="checkbox"/> No		If yes, when?		
How did you hear about this position?				

Are you currently employed?  Yes  No | If yes, may we contact your employer?  Yes  No

Date on which you are available to begin work

Can you perform the essential requirements of the position you are applying for, with or without reasonable accommodation?  Yes  No

*(The company complies with the ADA and state law and considers reasonable accommodation measures that may be necessary for eligible applicants and employees to perform essential functions.)*

## Education

### High School

School Name		City, State	
Years Completed	Graduated <input type="checkbox"/> Yes <input type="checkbox"/> No		

### Trade / Technical Schools or Certificate Programs

School Name	City, State	Years Completed
Subjects Studied / Major	Graduated <input type="checkbox"/> Yes <input type="checkbox"/> No	Degree / Certificate Type

### College / University

#### School 1

School Name	City, State	Years Completed	Graduated <input type="checkbox"/> Yes <input type="checkbox"/> No
Subjects Studied / Major	Degree Received <input type="checkbox"/> Associate <input type="checkbox"/> Bachelor's <input type="checkbox"/> Master's <input type="checkbox"/> Doctorate		

#### School 2

School Name	City, State	Years Completed	Graduated <input type="checkbox"/> Yes <input type="checkbox"/> No
Subjects Studied / Major	Degree Received <input type="checkbox"/> Associate <input type="checkbox"/> Bachelor's <input type="checkbox"/> Master's <input type="checkbox"/> Doctorate		

School 3

				<input type="checkbox"/> Yes <input type="checkbox"/> No
School Name	City, State	Years Completed	Graduated	
		<input type="checkbox"/> Associate	<input type="checkbox"/> Bachelor's	<input type="checkbox"/> Master's <input type="checkbox"/> Doctorate
Subjects Studied / Major		Degree Received		

Employment History *(List three previous employers, including present employer if currently employed.)*

Employer 1

Name / Address of Employer		
From:	To:	
Dates of Employment	Job Title	
Reason for Leaving		
	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Supervisor Name	May we contact for reference?	Phone #
Description of Work		

Employer 2

Name / Address of Employer		
From:	To:	
Dates of Employment	Job Title	
Reason for Leaving		
	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Supervisor Name	May we contact for reference?	Phone #
Description of Work		

Employer 3

Name / Address of Employer		
From:	To:	
Dates of Employment	Job Title	

\_\_\_\_\_

Reason for Leaving

\_\_\_\_\_  Yes  No \_\_\_\_\_

Supervisor Name

May we contact for reference?

Phone #

\_\_\_\_\_

Description of Work

**Additional Skills and Information**

Please list any special skills relevant to the job applied for:

\_\_\_\_\_

Please list any professional licenses, certifications, training, or registrations:

\_\_\_\_\_

\_\_\_\_\_

Are you a veteran?  Yes  No

**References** *(List three business/work references who are not related to you.)*

**Reference 1**

\_\_\_\_\_

Name

Relationship

\_\_\_\_\_

Phone #

Years Known

**Reference 2**

\_\_\_\_\_

Name

Relationship

\_\_\_\_\_

Phone #

Years Known

**Reference 3**

\_\_\_\_\_

Name

Relationship

\_\_\_\_\_

Phone #

Years Known

## Applicant's Statement

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*(Please carefully read the following applicant's statement before signing.)*

I certify that the information contained in this application and any attachments is true and correct to the best of my knowledge. I agree to have any of the statements checked by the company. I authorize my references and supervisors to provide information concerning my previous employment. I release all parties from any liability for damages that may result from furnishing such information, as well as from the use of or disclosure of such information by the company or its agents. I understand that any misrepresentation or material omission may result in my failure to receive an offer or, if I am hired, in my dismissal.

I UNDERSTAND AND AGREE THAT IF I AM HIRED MY EMPLOYMENT CAN BE TERMINATED AT WILL, WITH OR WITHOUT CAUSE, AND WITH OR WITHOUT NOTICE, AT ANY TIME, EITHER AT MY OPTION OR AT THE OPTION OF THE COMPANY. No representative of the company other than the President has any authority to agree to the contrary. Further, the at-will nature of the employment may not be altered unless done so specifically in a written agreement signed by me and the President of the company.

I understand that all offers of employment are conditioned on my providing satisfactory proof of my identity and legal authority to work in the United States of America.

Applicant's Signature	Date

It is the company's policy to provide equal opportunity to all persons without regard to race, color, national origin, ancestry, sex, sexual orientation, age, religion, creed, physical or mental disability, medical condition, marital status, citizenship status, military service status, or other basis protected by law. This policy covers all facets of employment including, but not limited to, recruitment, training, selection, promotions, transfers, compensation, demotions, terminations, and all aspects of employment.

North Tree Enterprises, Inc. is a drug free workplace.