



APPLICATION FOR EMPLOYMENT

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

(PLEASE PRINT)

PERSONAL

Position(s) Applied For	Date of Application
-------------------------	---------------------

How Did You Learn About Us?

First Name	Middle Name	Last Name
------------	-------------	-----------

Address	City	State	Zip Code
---------	------	-------	----------

Permanent Address	City	State	Zip Code
-------------------	------	-------	----------

Telephone Number(s)	Social Security Number	Are you 18 years of age or older? <input type="checkbox"/> Yes <input type="checkbox"/> No
---------------------	------------------------	---

Have you ever filed an application with us before? If yes, date and location _____ Yes No

Have you ever been employed with us before? If yes, date and location _____ 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

Have you been convicted of a crime? Yes No

If yes, list convictions _____

Personal References (Professional relationship suggested)

Give name, occupation, relationship, address and telephone number of three references who are not related to you and are not previous employers.

Name, Occupation and Relationship	Address	Phone Number

EDUCATION

School Name/Location	High School				Undergraduate College/University				Graduate			
	9	10	11	12	1	2	3	4	1	2	3	4
Years Completed (Circle)												
Diploma/Degree												
Describe Course of Study												
List Any Special Information About Education Including Honors, Specialized Training and Activities												

On what date would you be available for work? _____ Are you available to work: Full-time Part-time

Total hours available per week _____

Identify below the specific hours you are available to work per week: (Indicate am/pm)

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
From							
To							

List any extracurricular activities which might affect your schedule _____

Regarding your personality, what do you like best about yourself and what do you like least about yourself? How can you improve this company with your talents? _____

Are you fluent in a foreign language? Yes No If yes, please describe _____

SCHEDULE/GENERAL INFORMATION

EMPLOYMENT EXPERIENCE

Are you presently employed? Yes No If yes, may we contact this employer? Yes No

If not employed, how long have you been unemployed? _____ Years _____ Months

How many jobs have you had in the past 5 years? _____

Did you ever leave a job because you might have been fired if you did not quit? Yes No

If yes, which jobs? _____

In the past 5 years, how many times have you been fired or asked to resign? _____ Please explain each situation _____

Start with your present or last job, and list in consecutive order the last four previous jobs held. Account for any time during this period that you were unemployed by stating the nature of your activities. Include any job-related military assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, handicap or other protected status.

Employer	Dates Employed		Work Performed (Include promotions & achievements)
	From	To	
Address			References Checked By: <input type="checkbox"/>
Telephone Number(s)	Hourly Rate/Salary		
	Starting	Final	
Job Title	Supervisor		
Reason for Leaving	Total number of hours worked weekly _____		

Employer	Dates Employed		Work Performed (Include promotions & achievements)
	From	To	
Address			References Checked By: <input type="checkbox"/>
Telephone Number(s)	Hourly Rate/Salary		
	Starting	Final	
Job Title	Supervisor		
Reason for Leaving	Total number of hours worked weekly _____		

Employer	Dates Employed		Work Performed (Include promotions & achievements)
	From	To	
Address			References Checked By: <input type="checkbox"/>
Telephone Number(s)	Hourly Rate/Salary		
	Starting	Final	
Job Title	Supervisor		
Reason for Leaving	Total number of hours worked weekly _____		

Employer	Dates Employed		Work Performed (Include promotions & achievements)
	From	To	
Address			References Checked By: <input type="checkbox"/>
Telephone Number(s)	Hourly Rate/Salary		
	Starting	Final	
Job Title	Supervisor		
Reason for Leaving	Total number of hours worked weekly _____		

Please identify any other jobs, part-time and full-time, you held in the past five years.

EMPLOYMENT HISTORY

APPLICANT'S STATEMENT

I certify that the answers given herein are true and complete to the best of my knowledge. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision, including current and past employment, and education, and release from liability all persons, companies, corporations, and schools supplying that information. I hereby understand and acknowledge that any employment relationship with Genova Products, Inc. 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 and with or without notice. It is further understood that this "at will" employment relationship may not be changed by any oral or written statement or representation unless such change is specifically acknowledged in writing by the President or Vice President-Operations of this organization. Additionally, I understand that nothing contained in the employment application or in the granting of an interview is intended to create a contract between Genova Products, Inc. and myself for either employment or for the providing of any benefit arising from employment. In the event of employment, I understand that any falsification or omission of information given in my application or interview(s), is immediate grounds for dismissal. I understand, also, that I am required to abide by all rules and regulations of Genova Products, Inc.

Signature of Applicant: _____