

APPLICATION FOR EMPLOYMENT

We are an equal opportunity employer, dedicated to a policy of non-discrimination in employment on any basis including race, color, age, sex, religion, handicap or national origin.

PERSONAL INFORMATION

Date _____ SS# _____

Name _____

Present Address _____

City, State and Zip Code _____

Phone _____

Referred by _____ Are you 18 years or older _____

EMPLOYMENT DESIRED

Position _____ Start Date _____ Salary _____

Are you employed now? _____ May We Contact Your Employer? _____

EDUCATION

List schools, trade schools or colleges attended with completion diplomas, certificates or degrees

JOB RELATED SKILLS

FORMER EMPLOYERS

Employment Dates	Employer name and Phone Number	Salary	Position	Reason for Leaving

REFERENCES List below three persons not related to you, whom you have known at least one year.

Name	Address/Phone	Position	Years Acquainted

AUTHORIZATION

I authorize investigation on all statements contained in this application. I understand that misrepresentation of information required 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 at any time without cause and without previous notice. If I am employed, I understand that I am an employee “at will” and can be terminated by the employer at any time with or without cause.

Date: _____ Signature: _____

OFFICE USE ONLY:

Interviewed by _____ Date _____
 Remarks _____

 Hired _____ Position _____ Start Date _____
 Salary _____ Drivers License # _____
 Date of Birth _____

NEW EMPLOYEE CHECKLIST (sign and date when completed)

1. Complete application for employment _____
2. Read company policy manual _____
3. Apply for insurance coverage (30 days after hire date) _____
4. Apply for state trainee license (within 30 days) _____
5. Complete “In-Shop” Training
 - A. CO₂ fill Machine _____
 - B. Low Pressure Hydro-test Machine _____
 - C. Dry Chemical Fill Machine _____
6. Complete DOT Training
 - A. Awareness/Familiarization & Test _____
 - B. Function Specific & Test _____
 - C. Safety & Test _____
7. OSHA Training
 - A. Hazardous communications & Test _____
 - B. Fire Extinguisher & Test _____
 - C. Fork Lift & Test _____
 - D. Function Specific & Test _____
 - E. Lock-Out/Tag Out Procedure _____
8. State Examination _____