

Application For Employment

Acme Pallet, INC
13450 New Holland St
PO Box 1438
Holland, MI 49422-1438

We consider applicants for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, the presence of a non-job-related medical condition or handicap, 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"/> Friend <input type="checkbox"/> Walk-In
<input type="checkbox"/> Employment Agency	<input type="checkbox"/> Relative <input type="checkbox"/> Other _____

We Are An Equal Opportunity Employer

Last Name	First Name	Middle Name
Address <i>Number</i>	Street	City
		State
		Zip Code
Telephone Number(s)	Social Security Number	

Have you ever filed an application with us before? Yes ___ No ___

Have you ever been employed with us before? Yes ___ No ___

Are you currently employed? Yes ___ No ___

May we contact your present employer? Yes ___ No ___

Are you legally allowed to work in the United States? Yes ___ No ___

Proof of citizenship or immigration status will be required upon employment.

On what date would you be available to work? _____

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

Have you been convicted of a felony within the last 7 years? Yes ___ No ___

Conviction will not necessarily disqualify an applicant from employment.

If yes, please explain _____

Education

	Elementary School					High School				Undergraduate College/University				Graduate / Professional			
School Name, Location, and Year Graduated																	
Years Completed	4	5	6	7	8	9	10	11	12	1	2	3	4	1	2	3	4
Diploma/Degree																	
Describe Course of Study																	
Describe and specialized training, apprenticeship, skills and extra-curricular activities																	
Describe any honors you have received																	
State any additional information you feel may be helpful to us in considering your application.																	

Indicate any foreign languages you can speak, read and / or write.			
	Fluent	Good	Fair
Speak			
Read			
Write			

List professional, trade, business or civic activities and offices held.
You may exclude memberships which would reveal sex, race, religion, national origin, age, ancestry, or handicap or other protected status:

References

Give name, address and telephone number of three references who are not related to you and are not previous employers.
1. _____
2. _____
3. _____

Have you ever had any job-related training in the United States Military? Yes ___ No ___

If Yes, please describe: _____

Are you physically or otherwise unable to perform the duties of the job for which you are applying? Yes ___ No ___

Employment Experience

Start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, handicap or other protected status.

1. Employer	Dates Employed	Work Performed
Address	Hourly Rate / Salary	
Telephone Number(s)		
Job Title		
Reason for Leaving		
2. Employer	Dates Employed	
Address	Hourly Rate/ Salary	
Telephone Number(s)		
Job Title		
Reason for Leaving		
3. Employer	Dates Employed	
Address	Hourly Rate / Salary	
Telephone Number(s)		
Job Title		
Reason for Leaving		
4. Employer	Dates Employed	
Address	Hourly Rate / Salary	
Telephone Number(s)		
Job Title		
Reason for Leaving		

If you need additional space please continue on a separate sheet of paper.

Special Skills and Qualifications

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

Applicant's Statement

I certify that answers given herein are true and complete to the best of my knowledge.

I authorize investigation of all statements contained in this application for my 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 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 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 interview(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 _____

I certify that all of the information furnished in this Application is true, complete and correct. I understand and agree that any falsification, misrepresenting or omission of fact, either on this Application or during the pre-hire process will be reason for (1) my not being offered employment, or (2) dismissal at any time from employment with Acme Pallet, Inc., if I have been employed.

I understand and agree that my employment and compensation are for no definite period and may, regardless of the time and manner of payment of my wages, be terminated at any time by me or Acme Pallet, with or without cause, and without any previous notice. I also understand and agree that Acme Pallet has the right to unilaterally modify and/or terminate any policies, practices, procedures and standards it has adopted, to the extent not limited by law. I acknowledge that no company employee or representative, other than its president, has either power or authority to enter into any agreement for employment for any specific period of time, or to make any representations or agreements contrary to any of the foregoing, and that for such an agreement to be enforceable, it must be made in writing and signed by the president of Acme Pallet. I understand that any prior representations, promises, contracts or statements made by or on behalf of Acme Pallet are expressly superseded by the foregoing.

The Immigration Reform and Control Act of 1986 states that employers must require all persons hired to submit documents to the employer showing their identity and their right to be lawfully employed in the United States. It also requires that the employee complete and sign a government form to this effect. If you are hired by Acme Pallet, you will need to furnish documents for inspection that verify your identity and indicate that you are legally permitted to work in the United States. Documents that are acceptable include your driver's license or state issued ID card and your social security card or birth certificate. These documents must be provided within three working days of employment. If the original documents are not available, you must submit proof that you applied for the required documents.

By signing this Application, I authorize representatives of Acme Pallet to contact each of the former employers and references I have listed in this employment application. I hereby authorize my current and former employers to release any information contained in my personal file or otherwise known by them to Acme Pallet. I specifically release from liability any current or former employer, its agents, representatives, employees, officers or directors for giving such information to Acme Pallet.

Date: _____

Applicants Signature: _____