



Allen Distribution

Warehousing • Transportation • Value Added • Rail Service

APPLICATION FOR EMPLOYMENT

Name: _____ Date: _____

Address: _____

Telephone: _____ Social Security #: _____

Are you at least 18 years of age? Yes No

Are you either a U.S. Citizen or an alien authorized to work in the United States? Yes No

Referral Source Employee Relative Advertisement Walk-in Other _____

Name of Source (if applicable) _____

Were you previously employed by this organization? Yes No If yes, when? _____

Position applied for: _____

Date available to begin work: _____

Will you accept employment of: Full-time Casual Temporary/On Demand

Shift desired: Day Evening Night Weekend Other _____

Are you employed now? Yes No If yes, may we contact your present employer? Yes No

EDUCATIONAL HISTORY

School	Name and Location of School	Number of Years Attended	Did You Graduate?	Degree, Diploma or Certificate Received
High School or GED Equivalent			<input type="checkbox"/> Yes <input type="checkbox"/> No	
College			<input type="checkbox"/> Yes <input type="checkbox"/> No	
Graduate/ Professional			<input type="checkbox"/> Yes <input type="checkbox"/> No	

List any other education, training, special skills or certificates/licenses that you possess related to this job:

REFERENCES

Please list the names of three persons, not related to you, whom you have known for at least five years.

Name	Address	Business	Phone #
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

(over)

EMPLOYMENT HISTORY

Please start with most recent employer first.

Dates of Employment	Name/Location of Employer	Salary	Position	Reason for Leaving
From: To:				
From: To:				
From: To:				
From: To:				

EMERGENCY CONTACT

Name: _____
Address: _____

Phone: _____

COMMENTS

Please list any comments or qualifying statements you care to make (i.e. explain periods of unemployment, etc.)

APPLICANT'S CERTIFICATION

Allen Distribution does not discriminate in hiring or any other decision on the basis of race, color, gender, citizenship, national origin, ancestry, Vietnam era veteran status or on the basis of age or physical or mental disability unrelated to ability to perform the work required. No question on this application is intended to secure information to be used for such discrimination, or excusing any applicant from consideration for employment on a basis prohibited by local, state or federal law.

I certify that answers given herein are true and complete to the best of my knowledge. In the event of employment, I understand that false, misleading, or incomplete information given in my application or interview(s) may result in termination of employment. I understand, also, that I am required to abide by all rules and regulations of Allen Distribution.

I understand if I am hired, that my employment is **at will**, and that either party is free to terminate the employment relationship at any time without cause and without prior notice, except as may be required by law. This application does not constitute an agreement or contract for employment for any specified period or definite duration.

I understand that I may be required to pass a physical examination, which relates to the essential duties I would be required to perform, and a drug test. I understand that an offer of employment may be contingent on passing this physical examination and drug test. By signing below I consent to these procedures.

If employed, I will be required to complete an employment Verification form (I-9), and show satisfactory evidence of identity and eligibility for employment. Allen Distribution has Zero Harassment tolerance.

I voluntarily give Allen Distribution the right to make a thorough investigation, to contact and obtain information from all references, employers, educational institutions and to otherwise verify the accuracy of the information contained in this application. **I hereby release from all liability and responsibility the employer and its representatives for seeking, gathering and using such information, and all persons, companies or corporations for furnishing such information.**

I have read and fully understand the foregoing and seek employment under these conditions.

Signature

Date

FOR OFFICE USE ONLY

Interviewed: Yes No Hired: Yes No Position: _____
Wage: _____ Hire Date: _____ Employee #: _____