



Employee Application

An Equal Opportunity Employer

We are an equal opportunity employer. Applicants are considered for positions without regard to race, religion, sex, national origin, age, disability, or any other category protected by applicable federal, state or local laws.

Beginning January 1, 2010, all new employees' I-9 information will be verified through the Federal government's e-verify system. The only difference in this verification and regular I-9 verification is the type of acceptable documents.

Personal Information

Name (Last Name, First Name, Middle Initial)		Social Security Number	
Present Address	City	State	Zip Code
Previous Address	City	State	Zip Code
Phone Number	Alternate or Cellular Telephone Number		
Referred By			

Employment Desired

Position	Date You Can Start if Hired	Salary Desired
Type of Employment Desired Full-time [<input type="checkbox"/>]	Part-time [<input type="checkbox"/>] Specify Hours:	
Ever applied to this company before?	Where?	When?
Are You Employed?	May we inquire of your present employer?	

Are you 21 years of age or older? Yes [] No []

Are you able to provide proof that you are legally entitled to work in the United States? Yes [] No []

Are you available to work on a full-time basis? Yes [] No []

Are you available to work overtime or over 40 hours per workweek? Yes [] No []

INSTRUCTIONS FOR ANSWERING THE NEXT QUESTIONS

All applicants: Do not include convictions that were sealed eradicated, erased, annulled by a court, or expunged, or convictions that resulted in a referral to a diversion program. Criminal convictions or arrests will not automatically disqualify an applicant from a particular job. The Company will consider the nature of the crime, its seriousness, the substantial relation to the position's functions and qualifications, the number of occurrences, the applicant's age at the time of the crime, the time elapsed since the crime, the applicant's entire work & educational history, employment references and recommendations, and the business necessity of any exclusion when required by law.

1. Have you ever pleaded guilty or no contest to, or been convicted of any criminal offense other than the applicable exceptions listed above (except routine traffic violations)? Yes [] No []

2. Have you ever been arrested for any matters for which you currently are out on bail or on your own recognizance pending trial? Yes [] No []

If you answered Yes, to either or the above two questions, please provide the date(s) and explain in detail the incident in accordance with the above instructions so that individual circumstances can be considered:

3. Have you ever initiated an act of violence in the workplace? Yes [] No []

If Yes, please provide the date(s) and explain so that individual circumstances can be considered. (A "Yes" answer will not necessarily disqualify you from employment.)

4. Have you ever been disciplined or cited by an employer for violation of any safety rule of an employer or a Federal Agency such as the Occupational Safety and Health Administration (OSHA) or any rule promulgated by the Department of Transportation (DOT)?
Yes [] No []

If your answer is yes, please give the date and all circumstances and details concerning said discipline:

Education History

Name & Location of School	Years Attended	Did you Graduate?	Course of Study - Degree / Major
Grammar School			
High School			
College			
Trade, Business, or Correspondence School			

General Information

Special Training/Skills or Subjects of Special Study/Research Work:

U.S. Military or Naval Service

Rank

Previous Work History

Please list the names of your present and/or previous employers in chronological order with present or last employer listed first. Account for all periods of time including any period of unemployment. If self-employed, supply firm name and business references. You may include any verifiable work performed on a volunteer basis, internships or military service. Your failure to completely respond to each inquiry may disqualify you for consideration from employment.

<u>Employer</u>	<u>Address</u>	<u>Phone Number</u>	<u>Supervisor</u>
			May we contact? Yes [] No []
<u>Job Position & General Duties</u>	<u>Dates Employed</u>	<u>Wages</u>	<u>Reason for Leaving</u>
	From / / To / /	Start: Final:	
<u>What will this employer say was the reason your employment terminated?</u>		<u>How much notice did you give when resigning?</u>	

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<u>What will this employer say was the reason your employment terminated?</u>		<u>How much notice did you give when resigning?</u>	

Have you ever been terminated or asked to resign from any job? Yes [] No []
 Has your employment ever been terminated by mutual agreement? Yes [] No []
 Have you ever been given the choice to resign rather than be terminated? Yes [] No []
 If you answered "Yes" to any of the above three questions, please explain the circumstances of **each** occasion.

Applicant Certification

I understand and agree that if driving is a requirement of the job for which I am applying, my employment and/or continued employment is contingent on possessing a valid driver's license for the state in which I reside and automobile liability insurance in an amount equal to the minimum required by the state where I reside.

I understand that the Company may now have, or may establish, a drug-free workplace or drug and/or alcohol testing program consistent with applicable federal, state, and local law. If the Company has such a program and I am offered a conditional offer of employment, I understand that if a pre-employment (post-offer) drug and/or alcohol test is positive, the employment offer may be withdrawn. I agree to work under the conditions requiring a drug-free workplace, consistent with applicable federal, state, and local law. I also understand that all employees, pursuant to the Company's policy and federal, state and local law, may be subject to urinalysis and/or blood screening or other medically recognized tests designed to detect the presence of alcohol or illegal or controlled drugs. If employed, I understand that the taking of alcohol and/or drug tests is a condition of continual employment and I agree to undergo alcohol and drug testing consistent with the Company's policies and applicable federal, state and local law. I hereby give my consent to any such test or examination and the release of the results to the Company.

Pursuant to §25-5-51 of the Code of Alabama, any employee who refuses to submit to or cooperate with a blood or urine test, as set forth herein, after an accident, shall forfeit his or her right to recover benefits under the workers' compensation laws of the State of Alabama. I understand that my refusal to submit to or cooperate with a blood or urine test as required by Company after an accident shall result in a forfeiture of my right to recover benefits under the workers' compensation laws of Alabama.

If employed by the Company, I understand and agree that the Company, to the extent permitted by federal, state and local law, may exercise its right, without prior warning or notice, to conduct investigations of property (including but not limited to, files, lockers, desks, vehicles & computers) and, in certain circumstances, my personal property.

I understand and agree that as a condition of my employment and the extent permitted by federal, state and local law, I may be required to sign a confidentiality agreement, restrictive covenant, and/or conflicts of interest statement, as well as an agreement to arbitrate.

I hereby certify that all the information on this application or any supporting documents I may present during any interview is and will be complete and accurate to the best of my knowledge. I understand that any falsification, misrepresentation, or omission of any information may result in disqualification from consideration for employment or, if employed, disciplinary action, up to and including immediate dismissal.

THIS COMPANY IS AN AT-WILL EMPLOYER AS ALLOWED BY APPLICABLE STATE LAW. THIS MEANS THAT REGARDLESS OF ANY PROVISION IN THIS APPLICATION, IF HIRED, THE COMPANY OR I MAY TERMINATE THE EMPLOYMENT RELATIONSHIP AT ANY TIME, FOR ANY REASON, WITH OR WITHOUT CAUSE OR NOTICE. NOTHING IN THIS APPLICATION OR IN ANY DOCUMENT OR STATEMENT, WRITTEN OR ORAL, SHALL LIMIT THE RIGHT TO TERMINATE EMPLOYMENT AT-WILL. NO OFFICER, EMPLOYEE OR REPRESENTATIVE OF THE COMPANY IS AUTHORIZED TO ENTER INTO AN AGREEMENT – EXPRESS OR IMPLIED- WITH ME OR ANY APPLICANT FOR EMPLOYMENT FOR A SPECIFIED PERIOD OF TIME UNLESS SUCH AN AGREEMENT IS IN A WRITTEN CONTRACT SIGNED BY THE PRESIDENT OF THE COMPANY.

I FURTHER UNDERSTAND THAT IF I AM HIRED BY THE COMPANY, I WILL BE SUBJECT TO AN UNCONDITIONAL PROBATIONARY PERIOD OF 90 DAYS AND THAT THE “AT-WILL” RELATIONSHIP DESCRIBED ABOVE WILL APPLY ALSO DURING THIS TIME.

IF HIRED, I AGREE TO CONFORM TO THE RULES AND REGULATIONS OF THE COMPANY, AND I UNDERSTAND THAT THE COMPANY HAS COMPLETE DISCRETION TO MODIFY SUCH RULES AND REGULATIONS AT ANY TIME, EXCEPT THAT IT WILL NOT MODIFY ITS POLICY OF EMPLOYMENT AT-WILL.

I authorize the Company or its agents to confirm all statements contained in this application and/or supporting documents as it relates to the position I am seeking and to the extent permitted by federal, state and local law. I agree to complete any requisite authorization forms for the background investigation.

I authorize and consent to, without reservation, any party or agency contacted by this employer to furnish the above-mentioned information. I hereby release, discharge and hold harmless, to the extent permitted by federal, state, and local law, any party delivering information to the Company or its duly authorized representative pursuant to this authorization from any liability, claims, charges, or causes of action which I may have as a result of the delivery or disclosure of the above requested information. I hereby release from liability the Company and its representative for seeking such information and all other persons, corporations, or organizations from furnishing such information.

I hereby authorize Company and its representatives, agents, and employees or designees to contact my current or any previous employer for the purpose of requesting any and all information concerning my previous employment and any pertinent information which they may have concerning my employment. I further authorize all present and former employers along with the personal references listed in this application to give Company, its employees, agents, representatives and designees any and all information concerning my previous employment with said employers.

If hired by this company, I understand that I will be required to provide genuine documentation establishing my identity and eligibility to be legally employed in the United States by this Company. I also understand this company employs only individuals who are legally eligible to work in the United States.

I understand that in submitting this application that it will be considered active for no more than 30 days. If I intend to be considered for employment thereafter, I must reapply for a position with this company.

I certify that all the information that I provided on this application is true, accurate and complete. I understand that false or misleading information given in this application or in any interview with Company’s representatives will disqualify me from consideration for employment and if said information is discovered to be false at any time after I am employed with Company, I will be immediately discharged.

I have read and understood the foregoing statement contained in this section entitled “Applicant Certification”.

Applicant Signature

Date