

Application for Employment

The company will make reasonable efforts to safeguard the privacy of this information and will use it only for employment purposes. Equal access to programs, services and employment is available to all persons. Those applicants requiring a reasonable accommodation to the application and/or interview process should notify a representative of the Human Resources Department. We are an equal opportunity employer.

Position(s) applied for \_\_\_\_\_ Date of application \_\_\_\_\_
Name \_\_\_\_\_ Social Security # \_\_\_\_\_
Address \_\_\_\_\_
Telephone # \_\_\_\_\_ Mobile/Other \_\_\_\_\_ E-mail \_\_\_\_\_

How were you referred to our company? [ ] Print Ad [ ] Website [ ] Other: \_\_\_\_\_

If you are under 18, and it is required, can you furnish a work permit? [ ] Yes [ ] No

If no, please explain \_\_\_\_\_

Have you ever been employed here before? [ ] Yes [ ] No

If yes, provide dates and positions \_\_\_\_\_

Are you legally eligible for employment in this country? [ ] Yes [ ] No

Date available for work \_\_\_\_\_ What is your salary range? \_\_\_\_\_

Type of employment desired [ ] Full-Time [ ] Part-Time [ ] Temporary [ ] Seasonal [ ] Education Co-Op

Are you able to meet the attendance requirements of this position? [ ] Yes [ ] No

Driver's license number (if driving is an essential job function) \_\_\_\_\_ State \_\_\_\_\_

Employment History

Provide the following information of your past four (4) employers, assignments or volunteer activities, starting with the most recent.

Table with 4 columns: FROM, TO, EMPLOYER, TELEPHONE #. It contains four rows for employment history, each with sub-rows for job titles, supervisor info, and contact preferences.

## Skills and Qualifications

Summarize any training, skills, licenses and/or certificates that may qualify you as being able to perform job-related functions in the position for which you are applying. \_\_\_\_\_

## Educational Background (if job related)

NAME AND LOCATION	NUMBER OF YEARS COMPLETED	DID YOU GRADUATE?		COURSE OF STUDY
HIGH SCHOOL				
COLLEGE		MAJOR	DEGREE	
OTHER				

## References

NAME	RELATIONSHIP TO YOU	TELEPHONE NUMBER	NUMBER OF YEARS KNOWN
		( )	
		( )	
		( )	

## Applicant Statement

I certify that all the information submitted by me on this application is true and complete, and I understand that if any false or misleading information, omissions or misrepresentations are discovered, my application may be rejected, and if I am employed, my employment may be terminated at any time.

If hired, I agree to conform to the Company's rules and regulations, and I understand that these rules and/or the employee handbook do not form a contract of employment either express or implied, and I agree that my employment and compensation can be terminated, with or without cause and with or without notice, at any time, at either my or the Company's option.

I also understand and agree that the terms and conditions of my employment may be changed, with or without cause and with or without notice, at any time by the Company. I understand that no Company representative, other than its president, and then only when in writing and signed by the president, has any authority to enter into any agreement for employment for any specific period of time, or to make any agreement contrary to the forgoing.

I expressly authorize, without reservation, the employer, its representatives, employees or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, résumé or job interview. I hereby waive any and all rights and claims I may have regarding the employer, its agents, employees or representatives for seeking, gathering and using truthful and nondefamatory information, in a lawful manner, in the employment process and all other persons, corporations or organizations for furnishing such information about me.

I understand that this application remains current for only 30 days. At the conclusion of that time, if I have not heard from the employer and still wish to be considered for employment, it will be necessary for me to reapply and fill out a new application.

I also understand that, if I am hired, I will be required to provide proof of identity and legal authorization to work in the United States as required by federal immigration laws.

This Company does not tolerate unlawful discrimination or harassment based on sex, race, color, religion, national origin, citizenship, age, disability, or any other protected status under applicable federal, state or local law. No question on this application is used to limit or exclude an applicant from employment consideration on any basis prohibited by applicable federal, state or local law.

### DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE APPLICANT STATEMENT

I certify that I have read, fully understand and accept all terms of the foregoing Applicant Statement.

Signature of Applicant \_\_\_\_\_

Date \_\_\_\_\_

### DO NOT WRITE IN SECTION BELOW, TO BE USED BY JOHN SAVOY & SON, INC.

<b>Interview Notes:</b>		
Can applicant meet physical requirements of job as described: Lifting/Standing?	YES	NO
Is applicant currently taking any medications in which the side effects might impare his/her ability to perform the job safely?	YES	NO
<b>Additional Comments:</b>		

## Math Skills

The following problems measure your understanding of basic math functions. You are to place a checkmark in front of the appropriate response. While you will not be timed, you should complete this section within 3 minutes.

348	<input type="checkbox"/>	305	$4 \times 15 =$	<input type="checkbox"/>	50
<u>+ 57</u>	<input type="checkbox"/>	395		<input type="checkbox"/>	60
	<input type="checkbox"/>	405		<input type="checkbox"/>	70
	<input type="checkbox"/>	415		<input type="checkbox"/>	80

43	<input type="checkbox"/>	28	495	<input type="checkbox"/>	731
<u>- 15</u>	<input type="checkbox"/>	32	<u>+ 236</u>	<input type="checkbox"/>	741
	<input type="checkbox"/>	38		<input type="checkbox"/>	751
	<input type="checkbox"/>	42		<input type="checkbox"/>	761

$28 \div 4 =$	<input type="checkbox"/>	6	41	<input type="checkbox"/>	19
	<input type="checkbox"/>	7	<u>- 19</u>	<input type="checkbox"/>	20
	<input type="checkbox"/>	8		<input type="checkbox"/>	21
	<input type="checkbox"/>	9		<input type="checkbox"/>	22

$3 \times 13 =$	<input type="checkbox"/>	29	$125 \div 5 =$	<input type="checkbox"/>	15
	<input type="checkbox"/>	33		<input type="checkbox"/>	25
	<input type="checkbox"/>	36		<input type="checkbox"/>	35
	<input type="checkbox"/>	39		<input type="checkbox"/>	45

585	<input type="checkbox"/>	500	561	<input type="checkbox"/>	411
<u>+ 15</u>	<input type="checkbox"/>	590	<u>- 77</u>	<input type="checkbox"/>	474
	<input type="checkbox"/>	600		<input type="checkbox"/>	484
	<input type="checkbox"/>	610		<input type="checkbox"/>	486

SCORE

## Vocabulary and Spelling Skills

The following questions measure your understanding of basic vocabulary and spelling. You are to place a checkmark in front of the appropriate response. While you will not be timed, you should complete this section within 3 minutes.

Which word below is spelled correctly?

- Busness     Business  
 Bisness     Biznez

Which word below is closest in meaning to the word significant?

- Necessary     Clear  
 Impeccable     Important

Which word below is closest in meaning to the word assemble?

- Dismantle     Storage  
 Warehouse     Construct

Which word below is spelled correctly?

- Hourly     Hourely  
 Hourley     Houerly

Which word below is spelled correctly?

- Guarantee     Guarante  
 Garantee     Gaurantee

Which word is closest in meaning to the word objective?

- Disapprove     Goal  
 Diagnose     Thing

Which word is closest in meaning to the word memorandum?

- Typing     Manual  
 Report     Notice

Which word below is spelled correctly?

- Retale     Ritail  
 Retail     Ritale

Which word below is spelled correctly?

- Profesional     Professional  
 Perfesional     Proffessional

Which word is closest in meaning to the word absence?

- Attendance     Ulcer  
 Vacancy     Appearance

SCORE

## Writing Skills

In the space provided, please write why you feel you would be an asset to this company and what characteristics you possess that differentiate you from other applicants. Please include at least four to five sentences.

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## Reading a Tape Measure

What is the measurement that the arrow is pointing to?

