

ATHENS-HOCKING RECYCLING CENTERS, INC.

APPLICATION FOR EMPLOYMENT

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AN EQUAL OPPORTUNITY EMPLOYER M/F/V/H

INSTRUCTIONS: Please fill out this employment application form as completely and accurately as possible. Please print or write in a legible manner.

SECTION I: PERSONAL INFORMATION

Last Name _____ First Name _____ Middle Initial _____

Street Address _____ City _____

State _____ Zip Code _____ County _____

Phone: Home _____ Work (optional) _____

Social Security Number _____

Are you under 18? Yes No If yes, can you obtain a work permit? Yes No

Have you filed an application with this organization before? Yes No Date _____

Have you ever been employed by this organization? Yes No

Have you been convicted of a felony? Yes No If yes, explain _____

(NOTE: A criminal conviction will not necessarily bar an applicant from employment. Other factors such as age at the time of the offense, seriousness and nature of the act, and rehabilitation will be taken into consideration.)

SECTION II: TYPE OF WORK DESIRED

Please describe the type or nature of work for which you are applying: _____

Are you interested in: Full-time employment Part-time employment No preference

Are you interested in: Permanent employment Temporary employment
 Intermittent employment Seasonal employment
 No preference

What is your minimum weekly salary requirement? _____

Date available for work _____

Do you have commitments (i.e., second job, school, etc) which might affect your employment with this organization? Yes No If yes, please explain. _____

SECTION III: EDUCATIONAL EXPERIENCE AND TRAINING

This section is intended to give the employer information about the education and training that the applicant has completed, and to demonstrate the skills, knowledge, and abilities of the applicant to perform the job duties of the position.

High School Attended: _____

Address: _____

Did You Graduate? _____ High School Equivalent? _____

Courses Pertaining to Job Applied for: _____

Activities, Awards, Sports, Etc.: _____

College/Trade/Business School Attended: _____

Address: _____

Did You Graduate? _____ Degree: _____

Courses Pertaining to Job Applied for: _____

Activities, Awards, Sports, Etc.: _____

Graduate School(s) Attended: _____

Address: _____

Date of Attendance: _____ To: _____

Did You Graduate? _____ Degree: _____

If you have received any other training not mentioned above, please describe. Include any equipment or instruments you operate, or any other skills you possess which better indicate your ability to perform the job for which you are applying: _____

SECTION IV: EMPLOYMENT HISTORY

Please describe your employment history and work experience in date order. Begin with your present or most recent employer. Failure to include all employment may be grounds for disqualification.

May we contact these employers for references? Yes No

Current Employer: _____

Address: _____

Phone Number: _____

Dates Employed: _____ To: _____

Job Title: _____

Supervisor's Name: _____

Beginning Salary: _____ Per _____ Current Salary: _____ Per _____

Describe your duties, responsibilities, equipment operated, promotions, etc.: _____

Why do you want to leave? _____

Previous Employer: _____

Address: _____

Phone Number: _____

Dates Employed: _____ To: _____

Job Title: _____

Supervisor's Name: _____

Beginning Salary: _____ Per _____ Current Salary: _____ Per _____

Describe your duties, responsibilities, equipment operated, promotions, etc.: _____

Why do you want to leave? _____

Previous Employer: _____
Address: _____
Phone Number: _____
Dates Employed: _____ To: _____
Job Title: _____
Supervisor's Name: _____
Beginning Salary: _____ Per _____ Current Salary: _____ Per _____
Describe your duties, responsibilities, equipment operated, promotions, etc.: _____

Why do you want to leave? _____

Previous Employer: _____
Address: _____
Phone Number: _____
Dates Employed: _____ To: _____
Job Title: _____
Supervisor's Name: _____
Beginning Salary: _____ Per _____ Current Salary: _____ Per _____
Describe your duties, responsibilities, equipment operated, promotions, etc.: _____

Why do you want to leave? _____

Previous Employer: _____

Address: _____

Phone Number: _____

Dates Employed: _____ To: _____

Job Title: _____

Supervisor's Name: _____

Beginning Salary: _____ Per _____ Current Salary: _____ Per _____

Describe your duties, responsibilities, equipment operated, promotions, etc.: _____

Why do you want to leave? _____

If you need to list any additional previous employers, please use a blank sheet of paper to do so.

SECTION V: REFERENCES

Name: _____

Name: _____

Address: _____

Address: _____

Phone: _____

Phone: _____

Name: _____

Name: _____

Address: _____

Address: _____

Phone: _____

Phone: _____

SECTION VI: AGREEMENT

Please read each of the following paragraphs carefully. Indicate your understanding of, and consent to, the contents and conditions of each paragraph by placing your initials at the end of the paragraph. If you have any questions regarding these paragraphs, contact the employer before initialing the paragraph.

1. I understand and accept that, if I am selected for employment, my employment may be conditioned upon my passing any medical examination that the employer deems

necessary to determine whether I can physically perform the essential functions of the position, with reasonable accommodation when necessary. I understand and accept that this may include drug, alcohol or substance abuse testing.

Initials: _____

2. If employed, I understand and accept that, depending on the department in which I am applying for employment, I may be required to work evening hours or night hours, including weekends and be on call and work mandatory overtime hours.

Initials: _____

3. I understand and accept that if any information required in this application is found to be falsified or intentionally excluded, my application may be disqualified from further consideration. I further understand and accept that if I am employed by the employer, I may be subject to disciplinary action, including termination, if any information required by this application has been falsified or intentionally excluded.

Initials: _____

4. I understand and accept that the employer requires a high degree of integrity and confidentiality of its employees. I also understand and accept that the various law enforcement and informational agencies that exchange information and data with the employer require that the employer's employees do not have a past record of unlawful activities. Therefore, I understand and accept that, depending on the department in which I am applying for employment, it may be necessary for the employer to investigate my background for any criminal or unlawful activity.

Initials: _____

5. I hereby authorize the employers, schools and personal references named in this application to provide information regarding me to the employer. I further authorize the release of personnel, academic and other records to the employer.

Initials: _____

I solemnly swear that all of the information furnished in this employment application is true, accurate, and complete to the best of my knowledge. I authorize investigation of all statements contained in this application. I understand that any misrepresentation or falsification of the information provided may lead to withdrawal of an employment offer or termination following employment. I recognize that my future employment with the employer will be jeopardized if I engage in substance abuse, illegal drug use, or alcohol abuse.

Applicant's Signature

Date