



TO APPLICANT: The Civil Rights Acts of 1964 prohibits discrimination in employment because of race, color, religion, sex or national origin. Federal law also prohibits discrimination on the basis of age with respect to certain individuals as well as discrimination on the basis of physical or mental ability. The laws of most states also prohibit some or all of the above types of discrimination as well as some additional types such as discrimination based upon ancestry or marital status.

Employment Application

Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Phone: () _____ E-mail Address: _____

Date Available: _____ Social Security No.: **Must be able to provide upon request** Desired Salary: \$ _____

Position Applied for: _____

Are you a citizen of the United States? YES NO If no, are you authorized to work in the U.S.? YES NO
If yes, can you provide documentation upon employment? YES NO

Have you ever filed an application at Dittman-Adams Company before? YES NO If so, when? _____

Have you ever been employed by Dittman-Adams Company before? YES NO If so, when? _____

Do you have any relatives, and or acquaintances already employed by Dittman-Adams Company? YES NO If yes, list names and relationship? _____

Have you ever been convicted of a felony? YES NO

If yes, list convictions: _____

(Conviction for a felony or misdemeanor will not necessarily be a bar to employment. Factors such as the age and time of offense, seriousness and nature of the violation, and rehabilitation will be taken into account.)

Are you over 21? (If no, applicant is subject to minimum legal age verification) _____

Have you ever been bonded? (If yes, list jobs) _____

Education

High School: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

College: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

Other: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

Previous Employment

Company: _____ Phone: (____) _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: (____) _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: (____) _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Military Service

Branch: _____ From: _____ To: _____

Rank at Discharge: _____ Type of Discharge: _____

If other than honorable, explain: _____

Disclaimer and Signature

Indicate any employer you do not wish us to contact at this time.

Also indicate use of any other name if necessary for verification of education or work history.

The information provided in this application for Employment is true, correct and complete. If employed, any misstatement or omission of fact on this application may result in my dismissal.

I understand that acceptance of an offer of employment does not create a contractual obligation upon the employer to continue to employ me in the future and that employment is strictly on an at-will basis

Signature: _____ Date: _____