



## EMPLOYMENT APPLICATION

Each person working at Apex Supply Company is an associate. An associate is expected to have a positive attitude and pride in his or her work. An associate takes responsibility for his or her work and demonstrates teamwork with fellow associates.

In compliance with Federal and State equal employment opportunity laws, qualified applicants are considered for all positions without regard to race, color, religions, sex, national origin, age, marital or veteran status, disability, or the presence of non-job-related medical condition, or handicap, or any other legally protected status.

Date of Application \_\_\_\_\_

Name \_\_\_\_\_ Social Security No. \_\_\_\_\_  
Last First Middle

Address \_\_\_\_\_  
Street City State Zip

Phone \_\_\_\_\_ Driver's License No. \_\_\_\_\_ Class \_\_\_\_\_

### STATEMENT & AUTHORITY TO RELEASE INFORMATION

#### PLEASE READ THIS STATEMENT CAREFULLY BEFORE YOU COMPLETE THIS APPLICATION

I understand that if I am employed, any misrepresentation or omission of material facts on this application is sufficient cause for dismissal. My continued employment will depend on the successful performance of work assigned to me during a new hire period of 90 days and upon the continued successful performance and the further need of my continued employment by Apex Supply Company, in considering my application for employment, may verify the information set forth in this application and obtain additional information relating to my background. I authorize all persons, schools, companies, corporations, credit bureaus, law enforcement agencies and doctors to supply any information concerning my background. Provided state and Federal law permits, I further agree to submit to alcohol and/or drug screening tests and polygraph examinations, where and whenever legal, if requested of me at any time prior to or during my employment.

Position(s) Applied For: \_\_\_\_\_

Referral: \_\_\_\_\_

Have you filled an application or been employed here before? Yes No  
If yes, date(s) \_\_\_\_\_

Do any of your relatives work here? Yes No  
If yes, list name(s) \_\_\_\_\_

Are you currently employed? Yes No

Are you on lay-off or subject to recall? Yes No

May we contact your present employer? Yes No

Are you available to work: Full Time Part Time

On what date would you be available to start? \_\_\_\_\_

In case of accident or emergency, please notify

Name \_\_\_\_\_ Address \_\_\_\_\_ Phone \_\_\_\_\_

Do you have any objection to written, drug, and/or alcohol tests, or a post-hiring physical examination as part of your employment? Yes No

Are you known to schools/references by another name? Yes No

If yes, by what other name? \_\_\_\_\_

Are you prevented from lawfully becoming employed in this country because of a Visa or Immigration status? Proof of citizenship or Immigration status will be required upon employment. Yes No

Are you 18 years of age or older? If under 18, applicant will be required to submit a birth certificate or a work certificate as required by state or federal laws. Yes No

Have you been convicted of a felony or released from prison within the last 7 years. Conviction will not necessarily disqualify an applicant from employment. Yes No

If yes, explain: \_\_\_\_\_

What foreign languages do you speak, read, and or write?

	Good	Fair	Poor
Speak			
Read			
Write			

Can you travel if a job requires it? Yes No

Do you smoke? Yes No

Have you ever had any job-related training? Yes No

If yes, please explain: \_\_\_\_\_

List any trade or professional organizations of which you are a member, including offices held:  
You may exclude memberships which indicate race, color, religion, sex, national origin, age, ancestry, disability, handicap, or other protected statuses.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Give name, address, and phone number of three references not related to you:

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

# EMPLOYMENT EXPERIENCE

List each job held. Start with your present or last job. Include military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, sex, national origin, ancestry, disability, or other protected status.

Employer _____	From _____	To _____	Phone _____
Job Title _____	Address _____		
Immediate Supervisor _____	Work Performed _____ _____ _____		
Reason for Leaving _____	Hourly Rate / Salary Start _____ Final _____		

Employer _____	From _____	To _____	Phone _____
Job Title _____	Address _____		
Immediate Supervisor _____	Work Performed _____ _____ _____		
Reason for Leaving _____	Hourly Rate / Salary Start _____ Final _____		

Employer _____	From _____	To _____	Phone _____
Job Title _____	Address _____		
Immediate Supervisor _____	Work Performed _____ _____ _____		
Reason for Leaving _____	Hourly Rate / Salary Start _____ Final _____		

Summarize special skills or qualifications acquired from employment or other experience.

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### **Education**

School Name	Location	Years Completed	Describe Course of Study

Describe specialized Training, Apprenticeship, Skills, and Extra-Curricular Activities

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### **DRUG CONTROL POLICY AND CONSENT TO TESTING**

Apex Supply Company has a vital interest in maintaining safe, healthful, and efficient working conditions for its associates. An associate under the influence of a drug or alcohol on the job may pose serious safety and health risks, not only to the user, but to all those who work with or otherwise come into contact with the user. Studies show drug and alcohol use in the workplace may be the single greatest factor responsible for industrial accidents and injuries, declining productivity, employee theft, and low employee morale.

Therefore, Apex Supply Company will require, as one of the steps in the hiring process, that all otherwise qualified applicants for employment with Apex Supply Company consent and submit to testing for illegal and legal incapacitating drug use. "Illegal drugs" includes any drug that is not legally obtainable or which is legally obtainable but has not been legally obtained and prescription drugs not being used for prescribed purposes including marijuana. "Legal drugs" includes prescribed drugs and over-the-counter drugs which has been legally obtained and are being used for the purpose for which they were prescribed or manufactured, and in such doses as prescribed and/or suggested by the manufacturer. This includes alcohol.

Refusal to consent a participate in such drug testing will automatically disqualify the applicant from further hiring consideration. Applicant testing positive for the presence of drugs in their bodies will automatically be disqualified from further hiring consideration.

I hereby give my consent to Apex Supply Company to administer a drug test consisting of the taking of urine or blood, or any other medically recognized test designed to detect traceable amounts of drugs in the body and I agree to be tested within 48 hours of the time requested to be tested. The medical facility is authorized to release the results of the test to Apex Supply Company who is authorized to communicate the test results internally as it deems appropriate.

## AGREEMENT

I certify that answers given herein are true and complete to the best of my knowledge and understand falsification or omissions in this application in any detail is grounds for disqualification from further consideration or for dismissal from employment at the time Apex Supply Company discovers the mission or falsification.

This application for employment shall be considered active for a period of time not to exceed 45 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

In the event of employment, I agree to abide by all rules and regulations of Apex Supply Company.

I hereby acknowledge that my employment relationship with Apex Supply Company is an "at will" nature, which means that the Associate may resign at any time and Apex Supply Company may discharge Associate at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by any conduct unless such change is specifically acknowledged in writing by the chief executive of Apex Supply Company.

Date: \_\_\_\_\_

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

## AGREEMENT

I authorize you to make such investigations and inquires of my personal, employment, financial or medical history and other related matters as may be necessary in arriving at an employment decision. I hereby release employers, schools, credit bureaus, and persons from all liability in responding to inquires in connection with my application.

I hereby authorize Apex Supply Company to periodically run credit bureau reports, request current information from law enforcement agencies, and others to release and furnish whatever information concerning my background, character and qualifications.

Date: \_\_\_\_\_

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

<b>For Personnel Department Use Only</b>			
Arrange Interview	Yes	No	Date _____
Remarks _____			
Employed	Yes	No	Date of Employment _____
Job Title _____	Hourly Rate / Salary _____		Department _____