

Southern Source Industrial Services



"Your one source packaging and warehousing center."

APPLICATION FOR EMPLOYMENT

Equal access to programs, services and employment is available to all persons. Those applicants requiring reasonable accommodation to the application and/or interview process should notify a representative of the Human Resources Department.

Please print

Position(s) applied for _____ Date of Application _____

Full Name _____ SS# _____ - _____ - _____

Address _____

Telephone _____ Mobile/Beeper/Other # _____ E-mail _____

Referral Source (How did you hear about us?) _____

Emergency Contact Name _____ Phone _____

If you are under 18, and it is required, can you furnish a work permit?..... Yes No N/A

Have you ever been employed here before? If yes, give dates and position _____ Yes No

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

Date available for work _____ Desired salary range _____ Full or part time _____

Driver's license number _____ Issuing state _____

Have you ever pled "guilty" or "no contest" to, or been convicted of a crime?..... Yes No

If so, please provide date(s) and details. _____

EMPLOYMENT HISTORY

Starting with your most recent employer, please provide the following information:

Employer _____

Address _____ Phone _____

Dates Employed: ___/___/___ to ___/___/___ Salary _____

Job responsibilities _____

Why did you leave? _____

Employer _____

Address _____ Phone _____

Dates Employed: ___/___/___ to ___/___/___ Salary _____

Job responsibilities _____

Why did you leave? _____

Employer _____

Address _____ Phone _____

Dates Employed: ___/___/___ to ___/___/___ Salary _____

Job responsibilities _____

Why did you leave? _____

SKILLS AND QUALIFICATIONS

Summarize any special training, skills, licenses and/or certifications that may assist you in performing the position for which you are applying.

COMPUTER SKILLS *Check appropriate boxes. Include software and years of experience.*

- Word Processing _____ Years _____
- Spreadsheet _____ Years _____
- Presentation _____ Years _____
- E-mail _____ Years _____
- Internet _____ Years _____
- Other _____ Years _____

EDUCATIONAL BACKGROUND

Starting with your most recent school attended, please provide the following information.

School (include city and state) _____

Years Completed _____ Diploma/Degree earned _____ Major _____

School (include city and state) _____

Years Completed _____ Diploma/Degree earned _____ Major _____

School (include city and state) _____

Years Completed _____ Diploma/Degree earned _____ Major _____

PERSONAL REFERENCES

List three business references who are not related to you.

NAME	TITLE	RELATIONSHIP	PHONE	# YEARS KNOWN

I certify that all information that I have provided in order to apply for and secure work with this employer is true, complete and correct.

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, resume or job interview. I hereby waive all rights and claims I may have regarding the employer, its agents, employees or representatives, for seeking, gathering and using truthful and non-defamatory information, in a lawful manner, in the employments process and all other persons, corporations or organizations for furnishing such information about me.

I understand that this employer does not lawfully discriminate in employment and no question on this application is used for the purpose of limiting or eliminating any applicant from consideration for employment on any basis prohibited by applicable local, state, or federal law.

I understand that this application remains current for only 90 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 understand that this application does not constitute any agreement or contract for employment for any specified period or definite duration. 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 and that federal immigration laws require me to complete an I-9 Form in this regard.

I understand that any information provided by me that is found to be false, incomplete or misrepresented in any respect, will be sufficient cause to (i) eliminate me from further consideration for employment, or (ii) may result in my immediate discharge from the employer's service, whenever it is discovered.

APPLICANT SIGNATURE

DATE