

Employment Application

FOR OFFICE USE ONLY	
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HNBK	HR

Name _____
(Last) (First) (Middle) (Application Date)

Address _____
(Number) (Street) (Apt.)

(City) (State) (ZIP)

Telephone (_____) _____

Previous Address _____ How Long? _____
(From) (To)

Previous Address _____ How Long? _____
(From) (To)

All applicants will be considered for employment without regard to race, color, religion, creed, national origin, age, sex, marital status, pregnancy, disability, veteran status, or any other status protected by law. Diamond Vogel is an Equal Opportunity Employer.

PRELIMINARY INFORMATION

Position you are applying for _____

Date available to start work _____

Hours/period of time available to work : (Check all that apply) Full-Time Part-Time Summer Temporary Other

Who referred you to us? _____

Do you have any family or friends working for Diamond Vogel? Yes No If yes, who? _____

If you are under 18, can you furnish a work permit? Yes No Not under 18

Have you filled out an application here before? Yes No If yes, give date _____

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

Are you legally available for employment in this country? Yes No
(Proof of U.S. citizenship or immigrant status will be required upon employment.)

If driving is required, are you legally licensed? Yes No
(Proof of valid driver's license and driving record will be reviewed for employment.)

EDUCATIONAL RECORD

School	Name and Location of School	Course of Study	# Years Completed	Did you Graduate?	Degree or Diploma
Elementary					
High School				<input type="checkbox"/> Yes <input type="checkbox"/> No	
College/ Technical				<input type="checkbox"/> Yes <input type="checkbox"/> No	

Outline key experiences and achievements through your education such as subjects of concentration, interests, activities, and honors received. Exclude those which may disclose your race, color, religion, or any other status protected by law.

List any computer education or experience. Include names or types of software:

List any other special skills or qualifications you have:

MILITARY

Branch of Service _____ Dates of Service _____

Occupation Specialty, NEC or MOS _____

Leadership Schools (PLDC, Initial Indoc, etc.) _____

Other Schools _____

Deployments _____

Assignments _____

REFERENCES

List at least three references. Do not list employers or relatives.

Name _____ Phone (_____) _____

Address _____ Occupation _____

Name _____ Phone (_____) _____

Address _____ Occupation _____

Name _____ Phone (_____) _____

Address _____ Occupation _____

Present/Most Recent Employer

Company _____ Type of Business _____

Address _____ City _____ State _____ Phone (____) _____

Start Date _____ Starting Title _____

End Date _____ Current Title _____

Are you currently employed here? Yes No

Job Duties _____

Immediate supervisor's name and title _____

What did you like BEST about this job? _____

What did you like LEAST about this job? _____

Reason for leaving _____

May we contact your present employer without jeopardizing your position? _____

Previous Employer

Company _____ Type of Business _____

Address _____ City _____ State _____ Phone (____) _____

Start Date _____ Starting Title _____

End Date _____ Leaving Title _____

Job Duties _____

Last Immediate supervisor's name and title _____

What did you like BEST about this job? _____

What did you like LEAST about this job? _____

Reason for leaving _____

List other employment here:

Dates		Company Location	Position or Type of Work	Reason for Leaving
From	To			

Occasionally an application blank makes it difficult for an individual to adequately summarize their complete background. Use the space below to summarize any additional information necessary to describe your full qualifications.

It is understood and agreed upon that any misrepresentation by me in this application will be sufficient cause for cancellation of this application and/or separation from Diamond Vogel's service if I have been employed. Furthermore, I understand that just as I am free to resign at any time, Diamond Vogel reserves the right to terminate my employment at any time, with or without cause and without prior notice. I understand that no representative of Diamond Vogel has the authority to make any assurance to the contrary. I give Diamond Vogel the right to secure all references, records, and additional information about me, if job related. I hereby release from liability Diamond Vogel and its representatives for seeking such information and all other persons, corporations or organizations for furnishing such information. Diamond Vogel is an Equal Opportunity Employer. Diamond Vogel does not discriminate in employment and no question on this application is used for the purpose of limiting or excusing any applicant's consideration for employment on a basis prohibited by local, state, or federal law. This application is current for only 90 days. At the conclusion of this time, if you have not heard from Diamond Vogel and still wish to be considered for employment, it will be necessary to fill out a new application.

Signature of Applicant _____ Date _____

Thank you for completing this application form and for your interest in employment with us.

THIS PAGE FOR OFFICE USE ONLY

REFERENCE CHECK	Contact	Date	Comments	
Predictive Index Results		Office Testing Results		Other Test Results

INTERVIEWER'S USE	Interviewer	Date	Comments

REQUIRED HIRING SUPERVISOR INFO.

Note: Please complete this section and return to payroll, along with I-9 , W-4(s) , and signed handbook acknowledgment. If any driving is part of the job requirements, include a copy of a valid driver's license.

Work Location _____ Rate _____

Position _____ Start Date _____

Circle: FT or PT Circle: Regular or Temporary

Other – Future Reviews (60 days, 6 months) and Arrangements _____

Signature of Hiring Supervisor _____ Date _____