

Application for Employment

Reasonable accommodation will be made to ensure all applicants have access to the application process.

GENERAL INFORMATION		
Application Date	Application Location	
Name (Last)	(First)	(Middle)
Address (St. & No.)		Phone
City / State / Zip		E-mail
Available for: [] Full Time Work [] Part Time Work	Are you a Vietnam era veteran? [] Yes [] No	Are you at least 18 years old? [] Yes [] No
For what position are you applying?	When can you start work?	What shifts can you work?
Have you ever been employed by AmesburyTruth, either as a direct employee or through an agency? [] Yes [] No If yes, where and when?		
Referred by: [] Ad [] Relative [] Friend [] Current / former employee [] Other Source name:		
Are you prevented from lawfully becoming employed in the USA because of visa or immigration status? [] Yes [] No As a condition of employment, you will be required to show proof of employability.		

EDUCATION			
Name / Location	Graduated	Course of Study	Degree(s)
High School:			
Technical School:			
College / University:			
EDUCATION (circle level completed and / or degree received) 9 10 11 12 [] GED [] Associate's Degree [] Bachelors Degree			
Additional Training / Certifications / Professional Affiliations:			

REFERENCES – List individuals personally acquainted with your work performance. List personal references ONLY if you have no occupational references.

REFERENCES			
Reference Name	Title	Company / City State	Email / Telephone Number

List the assets you feel we should consider concerning your application for employment:

EMPLOYMENT RECORD – Complete this section in addition to any resume you may include. List all employment, starting with your most recent employment, including part-time work.

EMPLOYMENT RECORD			
	Last or Present Job	Previous Employment	Previous Employment
Company			
City, State			
Supervisor (name, title)			
Employment Dates			
Compensation Hourly Wage or Salary			
Position			
Position Description			
Reason for Leaving			
May AmesburyTruth Contact Employer?			

Please read below and sign where indicated.

In consideration of my employment and of the wages or salaries paid me, I agree that:

1. All papers and apparatus relating to the company’s business, including those prepared or made by me, shall be the property of the company and, except as required by my work, I will not reveal them to others nor will I reveal any information concerning the company’s business including its inventions, shop practices, processes and methods of manufacturing and merchandising.
2. All inventions and/or copyrightable materials except those inventions coming within the terms of paragraph 3 below which I make, either individually or jointly in collaboration with others, while employed by the company and for a period of 6 (six) months thereafter, whether made on the company’s time or on my own time, shall belong to the company and shall be promptly disclosed to the company; and, at the company’s expense, I will formally assign to the company all my interest in such inventions and/or copyright protection for such inventions and/or materials in any and all countries.
3. This agreement does not apply to an invention for which no equipment, supplies, facility or trade secret information of the company was used and which was developed entirely on my own time and (1) which does not relate (a) directly to the business of the company or (b) to my actual or demonstrably anticipated research or development or (2) which does not result from any work performed by me for the company.
4. In making this application for employment I understand that the company may request an inquiry into my background, which will supply them information concerning my character, general reputation, personal characteristics and mode of living. I understand nothing contained in this employment application, and nothing in any of the company’s policies, procedures, or handbooks I might receive, is intended to create an employment contract between the company and myself either for employment or for the providing of any benefits. No promises regarding employment have been made to me and if an employment relationship is established, I understand I have the right to terminate my employment at any time, for any reason, and the company retains a similar right regarding the discontinuation of my employment.
5. I understand this agreement is binding and the submission of any false information or omission in connection with my application for employment, whether on this document or not, shall be cause for immediate discharge.

APPLICANT SIGNATURE		
Name	Signature	Date

OFFICE USE ONLY:
 Date Received: _____
 Initials: _____
 Notes: