

# **DIXIE SOUTHERN INDUSTRIAL, INC.**

## Employment Application

We greatly appreciate your interest in our organization. Dixie Southern Industrial, Inc., is an Equal Opportunity Employer, and assures you that all applicants are considered for all position without regard to race, color, sex, age, religion, national origin, disability, marital status, or veteran status. Please note this application must be completed in its entirety, initialed, and signed in order to be considered. In addition, Dixie Southern Industrial, Inc., is a Drug Free Workplace; employees may be required to submit to a drug and/or alcohol test prior to their first day of employment and during the scope of their employment.

PLEASE PRINT LEGIBLY----- BE SURE TO SIGN AND INITIAL THIS APPLICATION

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

Name: \_\_\_\_\_ Soc. Sec. No. \_\_\_\_\_  
Last First MI

Address: \_\_\_\_\_  
No. Street City State Zip

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Have you ever applied for employment with us before? \_\_\_\_\_ Yes \_\_\_\_\_ No

If Yes, When? \_\_\_\_\_ (Month & Year)

Has this Company previously employed you? \_\_\_\_\_ Yes \_\_\_\_\_ No

If Yes, When? \_\_\_\_\_ In what capacity? \_\_\_\_\_

Who referred you to this Company? \_\_\_\_\_ Advertisement \_\_\_\_\_ Employment Agency  
\_\_\_\_\_ Friend / Relative \_\_\_\_\_ Other (Please Explain) \_\_\_\_\_

Name of friends or relatives employed by Dixie Southern Industrial, Inc.

Name. \_\_\_\_\_ Relationship: \_\_\_\_\_

Name. \_\_\_\_\_ Relationship: \_\_\_\_\_

Name. \_\_\_\_\_ Relationship: \_\_\_\_\_

### **EMPLOYMENT DESIRED**

Position(s) applied for: \_\_\_\_\_

Full time \_\_\_\_\_ Part time \_\_\_\_\_ If par time, what days/hours are you available? \_\_\_\_\_

Date available to start: \_\_\_\_\_ Salary requirement: \_\_\_\_\_

**PERSONAL DATA**

Are there any days, shifts, or hours you will not be able to work? \_\_\_\_\_ Yes \_\_\_\_\_ No

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

Will you work overtime, if required? \_\_\_\_\_ Yes \_\_\_\_\_ No

Have you ever been convicted of a crime? \_\_\_\_\_ Yes \_\_\_\_\_ No  
(A conviction will not necessarily disqualify you from employment.)

If yes, explain and give date: \_\_\_\_\_

Have you taken any illegal drugs in the past 30 days? \_\_\_\_\_

In case of emergency, notify: \_\_\_\_\_ Telephone # \_\_\_\_\_

Relationship: \_\_\_\_\_

Are you a United States citizen or do you have an entry permit which allows you to lawfully work in the United States? \_\_\_\_\_ Yes \_\_\_\_\_ No

Can you, upon employment, submit documentation verifying that you are legally eligible to work in the United States? \_\_\_\_\_ Yes \_\_\_\_\_ No

Are you at least 18 years old? \_\_\_\_\_ Yes \_\_\_\_\_ No  
(The Age Discrimination in Employment Act of 1967, prohibits discrimination on the basis of age with respect to individuals who are at least 40 years of age.)

Do you have a reliable form of transportation to work? \_\_\_\_\_ Yes \_\_\_\_\_ No

**EDUCATION**

Name & Location of School	No. Years Completed	Did you Graduate?	Course of Study	Degree
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High School \_\_\_\_\_

College \_\_\_\_\_

Other \_\_\_\_\_

List any special skills or qualifications that you feel are relevant to the job for which you are applying: \_\_\_\_\_

\_\_\_\_\_

**MILITARY**

Branch \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

What were your duties? \_\_\_\_\_

Are you presently a member in the National Guard or Reserves? \_\_\_\_\_

**EMPLOYMENT HISTORY**

Please give accurate and complete information. Start with present or most recent employer.

Company Name: \_\_\_\_\_ Telephone No. \_\_\_\_\_

Address: \_\_\_\_\_

Name of Supervisor: \_\_\_\_\_ Employment Dates: \_\_\_\_\_

Job Title & Description of Duties: \_\_\_\_\_

Hourly Pay: Start: \_\_\_\_ Last \_\_\_\_ Reason for Leaving: \_\_\_\_\_

Company Name: \_\_\_\_\_ Telephone No. \_\_\_\_\_

Address: \_\_\_\_\_

Name of Supervisor: \_\_\_\_\_ Employment Dates: \_\_\_\_\_

Job Title & Description of Duties: \_\_\_\_\_

Hourly Pay: Start: \_\_\_\_ Last \_\_\_\_ Reason for Leaving: \_\_\_\_\_

Company Name: \_\_\_\_\_ Telephone No. \_\_\_\_\_

Address: \_\_\_\_\_

Name of Supervisor: \_\_\_\_\_ Employment Dates: \_\_\_\_\_

Job Title & Description of Duties: \_\_\_\_\_

Hourly Pay: Start: \_\_\_\_ Last \_\_\_\_ Reason for Leaving: \_\_\_\_\_

Have you ever been discharged or forced to resign from a job? \_\_\_\_\_ Yes \_\_\_\_\_ No

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

Have you signed a non-compete agreement with any other employer that would restrict you from working with this Company? \_\_\_\_\_ Yes \_\_\_\_\_ No

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

**REFERENCES**

May we communicate with your present employer? \_\_\_\_\_ Yes \_\_\_\_\_ No

List 3 people (no relatives) you have worked with and whom we may contact for a reference:

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

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

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

Please read the following statements carefully before you sign your name.

“ I HERBY CERTIFY that the answers given by me to the above questions and statements are true and correct and herby authorize you to contact references, past or present employers, persons, schools, law enforcement agencies, and any other sources of information which may be relevant to my application for employment. It is understood and agreed that any misrepresentation, false statement or omissions by me in this application will be sufficient reason for rejection of my application or for dismissal at any time during my employment, without liability to Dixie Southern Industrial, Inc. *I have read, understand and agree to the above statement.* (Please initial here.) \_\_\_\_\_

I further understand that no representative of Dixie Southern Industrial, Inc., has the authority to enter into any agreement for employment for any specified period of time and that Dixie Southern Industrial, Inc., is not guaranteeing employment for anyone. No employment contract is created by virtue of my being hired by Dixie Southern Industrial, Inc. *I have read, understand and agree to the above statement.* (Please initial here.) \_\_\_\_\_

If employed, I agree to abide by all of the work and safety rules of Dixie Southern Industrial, Inc. I understand that Dixie Southern Industrial, Inc., is committed to maintaining a drug free workplace. I am aware that Dixie Southern Industrial, Inc., may require a drug test as part of the hiring process. Also, if employed, I realize that Dixie Southern Industrial, Inc., may conduct random drug testing of employees. *I have read, understand and agree to the above statement.* (Please initial here.) \_\_\_\_\_

I understand that this application will remain on file for sixty (60) days for consideration. After sixty days, if I am still interested in a position with Dixie Southern Industrial, Inc., it will be necessary for me to complete a new application form.”

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date