

# Wormington Enterprises Incorporated

## Application for Employment

• Pre-Employment Questionnaire • Equal Opportunity Employer

3619 N. High (Hwy 61) • Jackson, MO 63755 • (573) 204-7250

Date \_\_\_\_\_

### Personal Information

Name (Last, First, MI)		Social Security No.	
Address	City	State	Zip
Phone No.	Cell No.	E-mail Address	
Driver's License Number / State / Expiration Date		Referred by	

### Employment Desired

Position	Salary Desired	Hours Desired	Date Available for Work
Have you ever applied to this company before? <input type="checkbox"/> YES <input type="checkbox"/> NO	If so, when?		
Have you ever been employed by this company before? <input type="checkbox"/> YES <input type="checkbox"/> NO	If so, when?		

### Education History

Name and Location of School	Years Attended	Did you graduate?	Subjects Studied
High School			
College			
Trade/Technical			
List any seminars, classes, or other education not listed above which may help qualify you for this position			

### General Information

Identify formal job training, skills, and certification that relates to the position you are applying for:

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How well can you speak, read, and write English?

	Fluent	Good	Fair
Speak			
Read			
Write			

List any languages other than English that you are fluent in:

## Employment History

List all present and past employers over the past ten years, starting with your **most recent** employer. Account for all periods of unemployment. You must complete this section even if attaching a resume. May we contact your current employer?  YES  NO

1. Employer (current <input type="checkbox"/> Yes <input type="checkbox"/> No)	Start Date	End Date	Position
Address	City	State	Zip
Phone Number	Name of Supervisor	Starting Salary	Ending Salary
Essential Job Functions			
Reason(s) For Leaving			
What value did you add to this company or its customers?			
2. Employer (current <input type="checkbox"/> Yes <input type="checkbox"/> No)	Start Date	End Date	Position
Address	City	State	Zip
Phone Number	Name of Supervisor	Starting Salary	Ending Salary
Essential Job Functions			
Reason(s) For Leaving			
What value did you add to this company or its customers?			
3. Employer (current <input type="checkbox"/> Yes <input type="checkbox"/> No)	Start Date	End Date	Position
Address	City	State	Zip
Phone Number	Name of Supervisor	Starting Salary	Ending Salary
Essential Job Functions			
Reason(s) For Leaving			
What value did you add to this company or its customers?			
4. Employer (current <input type="checkbox"/> Yes <input type="checkbox"/> No)	Start Date	End Date	Position
Address	City	State	Zip
Phone Number	Name of Supervisor	Starting Salary	Ending Salary
Essential Job Functions			
Reason(s) For Leaving			
What value did you add to this company or its customers?			

Describe what you believe are the most unique features of your work history:

## Additional Information

List any professional, trade, business or civic activities and offices held. You may exclude membership that would reveal gender, race, religion, national origin, ancestry, age, disability or any other protected status.

U.S. Military or Naval Service	Rank	
If hired, can you provide proof of U.S. citizenship or proof of your legal right to work in the U.S.?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If hired, are there any accommodations the company would need to provide so that you can perform all those essential functions and duties of the position being applied for?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If, Yes, please explain:		
If driving is a requirement of the position applied for, have you in the last 7 years been convicted of Driving Under the Influence "(DUI)"	<input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> N/A
If hired, do you have a reliable means of transportation to and from work?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If hired, would you be able to be at work on time every day?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If No, please explain why you may be late:		
If hired, would you be able to travel or work overtime as needed?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If No, Please explain any reason you would not be able to work overtime or travel:		
Have you ever been convicted of a felony or misdemeanor?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If Yes, please explain:		
A criminal record does not constitute an automatic bar to employment and will be considered only as it substantially relates to the job in question.		

## References

Names of persons (**non-family members**) willing to provide professional and/or character references for you.

1. Name	Relationship	Years Acquainted
Address	City	State/Zip
Phone No.	Occupation	Company Name
2. Name	Relationship	Years Acquainted
Address	City	State/Zip
Phone No.	Occupation	Company Name
3. Name	Relationship	Years Acquainted
Address	City	State/Zip
Phone No.	Occupation	Company Name

**Please read each statement closely and initial each acknowledging your understanding**

**Equal Employment Opportunity Statement**

This company is committed to the principles of equal employment opportunity and is committed to make employment decisions based on merit. We are committed to complying with all Federal, State and local laws providing for equal employment opportunities, as well as all laws related to terms and conditions of employment. The Company desires to maintain a work environment that is free of sexual harassment and discrimination due to race, religion, color, national origin, physical or mental disability, age or any other status protected by Federal, State or local laws. The Company will make reasonable efforts to accommodate those physical or mental limitations of an otherwise qualified employee unless undue hardship would result for the company.

**Complete and Accurate Information**

I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment and that the answers given by me are true and correct to the best of my knowledge. I further certify that I have personally completed this application. I understand that any omission or misstatement of material fact on this application, or any other document used to secure employment, shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery.

**Company Obligation**

I understand and agree that the Company's acceptance of this job application does not mean that a position for which I am qualified is open (unless specifically posted) or that the company has agreed to hire me. I understand that the Company is under no obligation to hire me as the result of accepting this completed application. I also understand and agree that no representative of the company has any authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the foregoing, unless it is in writing and signed by an authorized company representative.

**Authorize Investigation**

I authorize investigation of all statements contained herein and the references and employers listed above to give you any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise, and release the company from all liability for any damage that may result from utilization of such information.

**Authorization to Obtain Driver's Motor Vehicle Record**

I understand that personal information contained in my MVR is protected by state and federal laws. The information in my driver record must be used only in the normal course of business and only to verify accuracy of personal information. I hereby authorize that the personal information in my DMV file may be released as requested to **Marvin Wormington at Wormington Enterprises Inc DBA. Bootheel Fence Company.**

Exact name and address on drivers license (print clearly) \_\_\_\_\_

Drivers License Number \_\_\_\_\_ State Drivers License Issued \_\_\_\_\_

Date of Birth \_\_\_\_\_ Social Security Number \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

-----Do No Write Below This Line-----

Interviewed By \_\_\_\_\_ Date \_\_\_\_\_

Neatness	Character
Promptness	Ability
Hire <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Maybe	Position
Additional Notes	