

Express Technologies Corporation Initial Job Application

Express Technologies Corporation is an equal opportunity employer

You may request any needed accommodation to participate in the application or hiring process.

Personal Information

Full Name (Print): _____
First Middle Last

Present Address: _____
Number and Street City

_____ State Zip Code

Social Security Number: _____ Phone Number: _____

Are you 18 years or older? Yes No If not, what is your birth date? _____

Have you ever worked for Express Technologies before?

Yes No If yes, dates and location: _____

Have you ever been convicted of a felony or misdemeanor?

Yes No If yes, please explain (A conviction record will not necessarily be a bar to employment, and factors such as age and time of the offense, seriousness and nature of the violation, and rehabilitation will be taken into account.) _____

Availability

Total hours available per week _____ Position or shift applied for _____

Please indicate the time you are available for work each day.

Day	Sun	Mon	Tue	Wed	Thu	Fri	Sat
From							
To							

Do you have a dependable way to get to work? Yes No Please Explain _____

Are you aware of any reason that you cannot perform essential functions of the job with or without reasonable accommodations? Yes No If so, specify _____

What promoted you to apply at Express Technologies?

Referred by: _____ Newspaper ad: _____

Education

Are you a high school co-op work study student? Yes No

Are you currently attending school? Yes No

Highest Education

School _____ From _____

Address _____ To _____
Mo. Yr. Mo. Yr.

City / State _____ Phone _____

Degree _____ Major _____

Work History

Company _____ From _____
Mo. Yr.

Address _____ To _____
Mo. Yr.

City / State _____ Phone _____

Position _____ Salary: _____ Supervisor _____

List of duties: _____

Reason for leaving _____

Company _____ From _____
Mo. Yr.

Address _____ To _____
Mo. Yr.

City / State _____ Phone _____

Position _____ Salary: _____ Supervisor _____

List of duties: _____

Reason for leaving _____

To comply with the **Federal Employment Eligibility Verification Law** you must bring **either one document from List A or one document from List B and one document from List C as follows:**

List A

- United States Passport
- Certificate of United States Citizenship
- Certificate of Naturalization
- Unexpired Foreign Passport with Employment Authorization
- Alien Registration Card with Photograph

List B

- Unexpired State-Issued Drivers License
- Unexpired State-Issued Identification Card
- School Identification Card with Photograph
- United States Military Card

List C

- Social Security Number Card (Original)
- An Original or Certified Copy of a Birth Certificate issued by a State or County, Bearing an Official Seal

For persons under age 18 who are unable to present a document listed above:

- **School Record or Report Card**
- **Clinic, Doctor, or Hospital Record**
- **Daycare or Nursery School Record**

Failure to provide the document(s) required by law will result in immediate termination

Fair Credit Reporting Act and Employment at Will Disclosure.

I understand I am applying for employment which can be terminated at will by either myself or Express Technologies at any time and that nothing contained in any manual, brochure, or other Express Technologies materials shall constitute an implied contract for employment or continued employment. I also acknowledge that Express Technologies may request previous employment information to evaluate my qualifications for employment. Upon written request, information as to the nature and scope of such report will be provided. I understand that false or incomplete information in this application for employment is grounds for dismissal and forfeiture of all related benefits.

I certify that the information on this application is accurate and complete.

Signature _____ Date _____

