

DANVILLE APPLICATION FOR EMPLOYMENT

(PRE-EMPLOYMENT QUESTIONNAIRE)

(AN EQUAL OPPORTUNITY EMPLOYER)

PERSONAL INFORMATION

DATE _____

NAME _____
LAST FIRST MIDDLE

ADDRESS _____
STREET CITY STATE ZIP

PHONE NO. _____ ARE YOU 18 YEARS OR OLDER? YES _____ NO _____

ARE YOU LAWFULLY AUTHORIZED TO WORK IN THE U.S.? YES _____ NO _____

EMPLOYMENT DESIRED EACH SECTION AND QUESTION MUST BE FULLY AND ACCURATELY ANSWERED.
 NO ACTION WILL BE TAKEN ON AN INCOMPLETE APPLICATION.

POSITION	DATE YOU CAN START	SALARY DESIRED
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ARE YOU EMPLOYED NOW? _____

EVER BEEN EMPLOYED WITH THIS COMPANY BEFORE? _____ WHERE? _____ WHEN? _____

FORMER EMPLOYERS (LIST YOUR LAST THREE EMPLOYERS, BEGINNING WITH THE MOST RECENT)

DATE MONTH/YEAR	NAME, ADDRESS, PHONE# OF EMPLOYER	SALARY	POSITION	REASON FOR LEAVING
FROM				
TO				
FROM				
TO				
FROM				
TO				

REFERENCES

LIST THE NAMES OF THREE PERSONS, NOT RELATED TO YOU, WHOM YOU HAVE KNOWN AT LEAST ONE YEAR.

1. _____

NAME	ADDRESS & PHONE	BUSINESS	YEARS KNOWN

2. _____

NAME	ADDRESS & PHONE	BUSINESS	YEARS KNOWN

3. _____

NAME	ADDRESS & PHONE	BUSINESS	YEARS KNOWN

HAVE YOU EVER BEEN CONVICTED OF A FELONY? YES _____ NO _____

If yes, please explain: _____
(Convictions will not necessarily be an automatic bar to consideration for employment)

"I CERTIFY THAT THE FACTS CONTAINED IN THIS APPLICATION ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND UNDERSTAND THAT, IF EMPLOYED, FALSIFIED STATEMENTS ON THIS APPLICATION WILL RESULT IN DISMISSAL. I AUTHORIZE INVESTIGATION OF ALL STATEMENTS CONTAINED HEREIN AND THE REFERENCES 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 ALL PARTIES FROM ALL LIABILITIES FOR ANY DAMAGE THAT MAY RESULT FROM FURNISHING TRUTHFUL INFORMATION TO YOU. I UNDERSTAND AND AGREE THAT, IF HIRED, MY EMPLOYMENT IS FOR NO DEFINITE PERIOD AND MAY, REGARDLESS OF THE DATE OF PAYMENT OF MY WAGES AND SALARY, BE TERMINATED AT ANY TIME WITHOUT PRIOR NOTICE WITH OR WITHOUT CAUSE."

"I AUTHORIZE THE COMPANY TO RELEASE TO ANY PERSON, FIRM, ENTITY OR ORGANIZATION WITH WHICH I MAY SEEK EMPLOYMENT IN THE FUTURE, ANY TRUTHFUL INFORMATION CONCERNING MY WORK EXPERIENCE WITH THE COMPANY. I HEREBY RELEASE AND HOLD THE COMPANY HARMLESS FROM ANY CLAIM FROM RELEASING ANY TRUTHFUL INFORMATION WITHIN ITS KNOWLEDGE AND/OR RECORDS."

I HAVE HAD AN OPPORTUNITY TO HAVE MY QUESTIONS ABOUT THIS STATEMENT'S CONTENT AND INTENT ANSWERED AND UNDERSTAND ITS TERMS.

DATE _____ SIGNATURE _____

I UNDERSTAND THAT NEITHER THIS APPLICATION NOR ANY WRITTEN PERSONNEL PROCEDURE MANUAL OR EMPLOYEE HANDBOOK IS AN EXPRESS OR IMPLIED CONTRACT OF PERMANENT EMPLOYMENT. I FURTHER UNDERSTAND THAT MY RELATIONSHIP WITH DANVILLE DEVELOPMENT CORPORATION IS "AT-WILL" AND FOR AN UNSPECIFIED TERM AND THAT DANVILLE DEVELOPMENT CORPORATION AND I EACH HAVE THE RIGHT TO TERMINATE THE EMPLOYMENT RELATIONSHIP AT ANY TIME, WITH OR WITHOUT CAUSE OR ADVANCE NOTICE.

ALL OF THE INFORMATION PROVIDED BY ME IN THIS APPLICATION AND ANY INTERVIEW WITH DANVILLE DEVELOPMENT CORPORATION IS TRUE AND CORRECT. I UNDERSTAND THAT MISREPRESENTATIONS OR OMISSIONS WILL RESULT IN TERMINATION.