

# APPLICATION FOR EMPLOYMENT



Thank you for your interest in employment opportunities with CR Meyer. We believe that a clear understanding of your interests, training, experience and other pertinent information is important to the hiring process, and will be mutually beneficial to you and the company. To be assured of full consideration for positions that would meet your qualifications, please answer all questions completely. CR Meyer is an Equal Opportunity Employer, and your application will be considered without regard to any legally protected status under applicable local, state or federal law. All employment decisions are made based on relevant work-related background and experience. All offers of employment by CR Meyer are considered "at will" and are subject to CR Meyers' Drug & Alcohol Policy & Program.

**Important:** When completing this form with a computer, for responses that require an "X" in a checkbox, please click in the appropriate box.

PERSONAL INFO		
Name: <small>Last Name, First Name, Middle Initial</small>		Today's Date:
Street Address/Apt #:		
City, State & Zip:		
Home Phone: (    )	Cell Phone: (    )	Email: <small>Will be used for corresponding with you about employment.</small>
POSITION PREFERENCES		
Position Applying For:		
Preferred Schedule: <input type="checkbox"/> Full-time <input type="checkbox"/> Part-Time		Wage Expected: <small>(required)</small>
What hours/days are you able to work?		
Available to Work: Weekends – <input type="checkbox"/> Yes <input type="checkbox"/> No	Evenings? – <input type="checkbox"/> Yes <input type="checkbox"/> No	Overtime? – <input type="checkbox"/> Yes <input type="checkbox"/> No
Are you currently on a lay-off and/or subject to recall? <input type="checkbox"/> Yes <input type="checkbox"/> No		
When would you be available to start?		
Are you legally authorized to work in the US without sponsorship? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Are you open to relocation, if required? <input type="checkbox"/> Yes <input type="checkbox"/> No		
How did you learn about this job opportunity? <small>(please be specific)</small>		
Have you worked for CR Meyer before? <input type="checkbox"/> Yes <input type="checkbox"/> No		If yes, when?
Position:	Under what name, if different:	
Supervisor:	Location:	
Why did you leave?		
WORK HISTORY – Please provide full and accurate details regarding all full-time and part-time work history and complete this section even if you are including a resume. Do not omit any employer. Attach additional pages if necessary.		
Company Name:		Telephone:
Address:		
Name of Supervisor:		
Employed from (mm/yyyy) to (mm/yyyy):		
Weekly Pay (Start): \$		Weekly Pay (Last): \$
Job Title and type of work:		Reason for Leaving:
Are you eligible for re-hire: <input type="checkbox"/> Yes <input type="checkbox"/> No		
Company Name:		Telephone:

Address:	
Name of Supervisor:	
Employed <i>from</i> (mm/yyyy) <i>to</i> (mm/yyyy):	
Weekly Pay ( <i>Start</i> ): \$	Weekly Pay ( <i>Last</i> ): \$
Job Title and type of work:	Reason for Leaving:
Are you eligible for re-hire: <input type="checkbox"/> Yes <input type="checkbox"/> No	

<b>Company Name:</b>		Telephone:
Address:		
Name of Supervisor:		
Employed <i>from</i> (mm/yyyy) <i>to</i> (mm/yyyy):		
Weekly Pay ( <i>Start</i> ): \$	Weekly Pay ( <i>Last</i> ): \$	
Job Title and type of work:	Reason for Leaving:	
Are you eligible for re-hire: <input type="checkbox"/> Yes <input type="checkbox"/> No		

*We will contact the employers listed for a reference unless you indicate those you specifically do not want us to contact.*

Do not contact:	Reason:
Do not contact:	Reason:

**MILITARY SERVICE** (if applicable)

Branch of Service:	Rank held in Service:
Present Status: <input type="checkbox"/> None <input type="checkbox"/> Discharged <input type="checkbox"/> Retired <input type="checkbox"/> National Guard <input type="checkbox"/> Reserves	
Date of Discharge:	Honorable Discharge? <input type="checkbox"/> Yes <input type="checkbox"/> No
Indicate any special training or assignments relevant to the position you are applying for:	

**EDUCATION**

High School Diploma: <input type="checkbox"/> Yes <input type="checkbox"/> No	GED/HSED: <input type="checkbox"/> Yes <input type="checkbox"/> No
Post-Secondary School Attended:	
Location:	
Major/Course of Study:	Minor Emphasis:
Degree Received: <input type="checkbox"/> Yes <input type="checkbox"/> No	Graduation Date: (mm/yyyy)
Post-Secondary School Attended:	
Location:	
Major/Course of Study:	Minor Emphasis:
Degree Received: <input type="checkbox"/> Yes <input type="checkbox"/> No	Graduation Date: (mm/yyyy)
Any additional education or training relevant to the position you are applying for:	

**OTHER QUALIFICATIONS**

Describe your **computer** skills and **software** knowledge:

Please list any professional **certifications** or **licenses**.

Do you have any relatives currently working for CR Meyer?  Yes  No

If yes, please list name and relationship:

Do you have a valid driver's license?  Yes  No      Do you have reliable transportation?  Yes  No

Have you ever been charged with, plead ("no contest") to, been convicted of, or been fined in connection with any felony, misdemeanor, municipal ordinance violation, or any other type of offense (other than a parking ticket), regardless of the nature of the penalty or the fine for that offense?  Yes  No

If yes, please explain:

*If you are in doubt about the nature of any offense, please list it. No applicant will be denied consideration because of a pending charge, past conviction, offense, violation, or fine, which is not substantially related to the circumstances of the job being sought. However, failure to disclose information requested above will be considered falsification and grounds for refusal to hire or termination of employment.*

**REFERENCES** – please list three professional references that can provide information about your work qualifications related to the position you are applying for.

**Name:**

Phone:	E-mail:
Company:	Relationship to You:

**Name:**

Phone:	E-mail:
Company:	Relationship to You:

**Name:**

Phone:	E-mail:
Company:	Relationship to You:

**EMERGENCY CONTACT** – In case of emergency during the hiring process, who should we try to contact?

Name:	Relationship:	Phone:
Name:	Relationship:	Phone:



## APPLICATION FOR EMPLOYMENT - CERTIFICATION

I certify that the information that I have provided as part of this application along with any resume or other material submitted by me for employment consideration is true, complete, and without omissions or misleading statements. I understand that my application may be rejected or my employment may be terminated because of false, misleading, or omitted information, regardless of the time that may have elapsed between furnishing the information and discovery.

I authorize CR Meyer and any of its agents and/or employees to inquire into my education, professional and past employment history with references as needed to determine my qualifications and suitability for employment. I hereby give my consent to any former employer or educational institution to provide academic or employment-related information about me. This includes any pertinent information they may have, personal or otherwise, and I release all parties from all liability for any damage that may result from furnishing this information.

I understand that I may be required to pass a pre-employment drug test and that my Social Security number must be validated. I further acknowledge that certain positions with CR Meyer may also require a confirmation that I am licensed to drive a motor vehicle, and that the company may check my credit, civil and criminal records, and may verify my address. I consent freely and voluntarily to participate in the required drug test, and I consent to the release of the results to CR Meyer. I hereby release and hold harmless the company from any liability whatsoever arising from the drug test and/or background checks and decisions concerning employment based upon the results of these tests and checks. I also understand that, if the company uses a third party to conduct any background check(s) about me, then the company and/or that third party will provide additional disclosures and authorizations to me before conducting such background check(s).

I understand that nothing in this employment application, the granting of an interview, or possible subsequent employment offer is intended to create an employment contract between CR Meyer and me. If hired, I will be an "Employee at Will" which means that I may discontinue my employment at any time for any reason, and the company is able to do the same, with or without cause. I understand that no representative of CR Meyer, other than the President or Chief Executive Officer, has any authority to enter into any agreement for employment that contradicts or modifies the foregoing in any manner, and any such agreement must be in writing and signed by the President or Chief Executive Officer.

If hired, I agree to conform to all policies and guidelines of CR Meyer, which may be periodically issued, modified or withdrawn. If hired, I understand that I will be required to present a positive, professional image in accordance with CR Meyer's dress and conduct guidelines and will represent the CR Meyer brand appropriately at all times.

*A photocopy, digital, and/or electronic copy of this signed authorization is as effective and binding as the original.*

Signed: \_\_\_\_\_

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