



APPLICATION FOR EMPLOYMENT
An Equal Opportunity/Affirmative Action Employer

Date: _____

To Bates Troy, Inc.

I do hereby make application for employment in such position as you may see fit to place me, with the understanding that if I am employed, you reserve the right to release me without notice upon payment of salary through the last day worked; and I further understand that this right to release me cannot be changed or modified except by written agreement signed by an authorized representative of the Company.

POSITION DESIRED: **PRODUCTION** _____ **RETAIL** _____ **DRIVER** _____

Name in Full _____

Address: Street _____ City _____ State _____ Zip Code _____

How Long at Current Address _____ Telephone No. _____ Social Security No. _____

EMPLOYMENT DESIRED:

Full-Time Only _____ Part- Time Only _____ Full- or Part-Time _____

Days/Hours Available to Work:
 No Preference _____ Mon _____ Tues _____ Wed _____ Thurs _____ Fri _____ Sat/Sun _____

Salary Desired _____ How many hours can you work weekly? _____

PREVIOUS EMPLOYMENT:

Date		Name, Address and Telephone of Employer	Position Held	Salary		Reason for Leaving
From	To			Start	Close	
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____

Have you every been discharged or requested to resign? _____ If so, state from whom and why _____

An application sometimes makes it difficult for an individual to adequately summarize a complete background. Use the space below to summarize any additional information necessary to describe your full qualifications for the specific position for which you are applying.

EDUCATION:

School	Address	No. Yrs.	Course of Study	Did you Graduate?

REFERENCES:

Give the names of three adults who have known you for at least five years. Do not list previous employers, relatives or more than one of your teachers.

Name	Address/Telephone #	Occupation	Yrs. Known

Have you ever been convicted of (or entered a plea of guilty) to a crime? _____ If yes, give details _____

Have you ever entered into a pre-trial diversion program related to a crime? _____ If yes, give details _____

Do you have any relatives employed by Bates Troy? _____ If so, please state whom _____

May we contact your present employer? Yes___ No___

Did you complete this application yourself? Yes___ No___ If not, who did _____

By my signature below, I affirm that I have not withheld any information asked for in this application, and that, to the best of my knowledge and belief, the statements made herein are true and correct. I hereby authorize you to enquire as to my record of any or all former employers and references.

I understand that I may be tested for illegal drugs and I agree and authorize such testing as a condition to any offer of employment.

Signed _____



Voluntary Employment Application Self-Identification Form

The following information is being requested for Government reporting purposes only. The information that you supply will not be used in our selection decision. Your submission of this information is voluntary. Failure to provide the information will not be used against you.

DATE _____ NAME _____

POSITION APPLIED FOR _____

REFERRED BY _____

Gender: Male _____ Female _____

Race: White _____ Black or African American _____ Hispanic or Latino _____

Asian _____ American Indian or Alaska Native _____

Native Hawaiian or Other Pacific Islander _____

Two or more races _____

Veteran: If you are a covered Veteran please check below. This information is voluntary; the information will not be used in our selection process;

Covered Veteran _____ Vietnam Veteran _____

Definitions:

Covered Veteran

- (i) Disabled Veterans
- (ii) Veterans who served on active duty in the armed forces during a war or in a campaign or expedition for which a campaign badge has been authorized.
- (iii) Veterans who, while serving on active duty in the Armed Forces, participated in a United State military operations for which an Armed Forces service medical was awarded pursuant to Executive Order No. 12985 (61Fed. Reg. 1209)
- (iv) Recently separated veterans. Recently separated is up to one year.

Veteran of the Vietnam Era

Person who served on active duty for a period of more than 180 days, and was discharged or released there from with other than dishonorable discharge, if any part of such active duty occurred in the Republic of Vietnam between 2/28/61 and 5/7/75, or between 8/5/64 and 5/7/75 in all other cases.



SUPPLEMENTAL APPLICATION FOR DRIVING POSITIONS

Driver's License Number _____ State of Issue _____

Operator _____ Commercial (CDL) _____ Chauffeur _____

Expiration Date: _____

Have you had any accidents during the past three years? _____ If so, how many? _____

Have you had any moving violations during the past three years? _____ If so how many? _____