



6941 Cornell Road
Cincinnati, OH 45242
513.489.7673

EMPLOYMENT APPLICATION

Date of Application: _____

Prospective employees will receive consideration without discrimination because of race, creed, color sex, age, origin, handicap, or veteran status.

LAST NAME	FIRST NAME	MIDDLE INITIAL	SOCIAL SECURITY NUMBER
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STREET ADDRESS	CITY	STATE	ZIP	PHONE NUMBER	BEST TIME TO CONTACT
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Answering machine or voice mail () yes () no

Date of birth _____ (for positions with minimum age requirements)

Position applied for 1 st Choice: _____ 2 nd Choice _____	Hourly rate desired: _____ Comments: _____ _____ _____	Please circle one: FT PT Seasonal Please indicate total hours per week desired: _____
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Please indicate the time you are available to work each day:

Day	SUN	MON	TUES	WED	THUR	FRI	SAT
From							
To							

Names of friends or relatives now working for Adrian Durban you would use as a reference:

Were you referred to Adrian Durban for employment? no yes if so, by whom? _____

Do you have an Adrian Durban Charge Account? no yes

List driving violations or tickets incurred in the last three years _____

SCHOOL	NAME & ADDRESS OF SCHOOL	CIRCLE LAST YEAR ATTENDED				GRADUATE
High school	_____	1	2	3	4	<input type="checkbox"/> yes <input type="checkbox"/> no
College	_____	1	2	3	4	<input type="checkbox"/> yes <input type="checkbox"/> no
Other	_____	1	2	3	4	<input type="checkbox"/> yes <input type="checkbox"/> no

Do you plan to continue your education? ? no yes If so, where? _____

Typing – WPM _____ 10-key adding machine _____ Other _____

Computer Applications _____

If driving is a requirement of the job for which you are applying, do you have a current valid driver's license? _____

For Driving Positions only, please write down your driver's license number below:

Drivers License Number: _____ State issued in: _____

If driving is a requirement of the job for which you are applying, continued employment is contingent on your maintaining a current driver's license.

Are you now employed? Yes _____ No _____ If yes, may we contact your employer? Yes _____ No _____

Will you work overtime if asked? Yes _____ No _____ When will you be available to work? _____

Have you been convicted of a felony? Yes _____ No _____

EMPLOYMENT RECORD: List employers (excluding military service.) Please account for the last 8 years. If additional space is needed, use 2 applications.

Company 1 _____

Address _____ City _____ ST _____ Zip _____ Phone _____

Supervisor's name and title _____ Length of service: from _____ to _____ Starting salary _____

Type of work at start: | Full Time | Part Time Type of work when leaving: | Full Time | Part Time Leaving salary _____

Did you supervise others: | No | Yes – Explain

Reason for leaving _____

Company 2 _____

Address _____ City _____ ST _____ Zip _____ Phone _____

Supervisor's name and title _____ Length of service: from _____ to _____ Starting salary _____

Type of work at start: | Full Time | Part Time Type of work when leaving: | Full Time | Part Time Leaving salary _____

Did you supervise others: | No | Yes – Explain

Reason for leaving _____

Company 3 _____

Address _____ City _____ ST _____ Zip _____ Phone _____

Supervisor's name and title _____ Length of service: from _____ to _____ Starting salary _____

Type of work at start: | Full Time | Part Time Type of work when leaving: | Full Time | Part Time Leaving salary _____

Did you supervise others: | No | Yes – Explain

Reason for leaving _____

If you desire, please list volunteer work: _____

If there is an employer you do not wish us to contact, please list and explain why: _____

APPLICANT'S STATEMENT

I certify that answers given herein are true and complete to the best of my knowledge. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

I hereby acknowledge that any employment relationship with this Company is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. It is further understood this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledge by an authorized executive of the Company. I understand I may be required to work overtime or hours outside a normally defined workweek.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge.

I understand, also, that I am required to abide by all rules and regulations of the employer.

Signature of Applicant: _____

Print Name: _____