

## Application for Employment (Please Print Information)

### Personal Information

\_\_\_\_\_  
Last Name

\_\_\_\_\_  
First Name

\_\_\_\_\_  
M.I.

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip

Home Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Are you eligible for employment in the U.S.?  Yes  No

Are you at least 18 years of age?  Yes  No

Have you ever been convicted of a crime or charged with a felony?  Yes  No

If selected for employment, are you willing to submit to a pre-employment drug screening test?  Yes  No

Are you seeking:  Part-Time  Full-Time  Temporary/Seasonal

Do you have reliable transportation?  Yes  No

### Education & Training

Education:	Name:	Years Attended	Did You Graduate?	Subject
High School:				
GED:				
College:				
Trade/Business:				

Describe any other special skills or certifications you feel would be relevant for the position you are applying for:

### Employment: List most recent employment first

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Address / City / State

\_\_\_\_\_  
Supervisor Name

\_\_\_\_\_  
Job Title

\_\_\_\_\_  
Reason for Leaving/Looking for Work

\_\_\_\_\_  
Start Date

\_\_\_\_\_  
End Date

Currently Working  Yes  No

May We Contact  Yes  No

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Address / City/ State

\_\_\_\_\_  
Supervisor Name

\_\_\_\_\_  
Job Title

\_\_\_\_\_  
Reason for Leaving

\_\_\_\_\_  
Start Date

\_\_\_\_\_  
End Date

\_\_\_\_\_  
Currently Working [ ] Yes [ ] No

\_\_\_\_\_  
May We Contact [ ] Yes [ ] No

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Address / City / State

\_\_\_\_\_  
Supervisor Name

\_\_\_\_\_  
Job Title

\_\_\_\_\_  
Reason for Leaving

\_\_\_\_\_  
Start Date

\_\_\_\_\_  
End Date

\_\_\_\_\_  
Currently Working [ ] Yes [ ] No

\_\_\_\_\_  
May We Contact [ ] Yes [ ] No

I certify that all the information I submitted on this application is true and correct. I understand that if any false information, omissions, or misrepresentations are discovered, my application may be rejected, and if I am employed, my employment may be terminated at any time.

I understand that should I be employed at Carter Associates, Inc. I will be an at-will employee. My employment may be terminated at any time with or without cause. No oral or written agreements shall modify the at-will status unless signed by the president of Carter Associates, Inc.

I understand that in processing my employment application, Carter Associates, Inc. may request an investigative report, which may include information about my character, general reputation, criminal background records, personal characteristics, and mode of living. I may request the company disclose to me the nature and scope of the investigation requested by written request to the personnel department within ten (10) business days after I complete this application.

I authorize the schools and prior employers listed above to provide my records, the reason for leaving, and all other information they may have concerning me, to Carter Associates, Inc. I release all parties from all liability or claims for damage whatsoever that may result therefrom. In the event my employment at Carter Associates, Inc. is terminated I authorize Carter Associates, Inc. to provide my records, the reason for leaving, and all other information they may have concerning me to anyone requesting such information and I release all parties from all liability or claims of damage whatsoever that may result therefrom.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Carter Associates, Inc. does not discriminate on the hiring of employees, training, promotions, transfers, lay-offs, discipline, discharge, or any other employment-based decisions because of race, creed, color, religion, national origin, height, weight, sex, marital status, age, disability, or any other protected Federal, State, or local laws.

Carter Associates, Inc. reserves the right to conduct a pre-employment physical examination at its discretion, including testing for controlled substances.