



APPLICATION FOR EMPLOYMENT

PLEASE NOTE: ALL APPLICANTS ARE SUBJECT TO A PRE-EMPLOYMENT SCREENING/TEST FOR DRUG & ALCOHOL USE AND MAY BE SUBJECT TO A BACKGROUND CHECK.

PLEASE ALERT OUR STAFF BEFORE COMPLETING THIS FORM, IF YOU ARE UNDER THE AGE OF 18.

PLEASE PRINT

Today's Date: _____

PERSONAL

Name: _____ Social Sec #: _____ - _____ - _____

Address: _____ Date of Birth ____/____/____

City: _____ State: _____ Zip Code: _____ Phone: (____) _____

Position and wage rate desired: _____

Can you perform the essential functions of the position for which you are applying? YES [] NO []
[] If no, please explain. (If you have any question as to what functions are applicable to the position for which you are applying, please ask the interviewer before you answer this question)

When would you be available to begin work? _____

Are you legally eligible to be employed in the United States? YES [] NO []
(Proof of identity and eligibility will be required upon employment)

Are you over the age of 18 years? YES [] NO []
(If no, you may be required to provide authorization to work.)

Have you ever worked for this Company before? YES [] NO []

If yes, where? _____ When? (Give dates) _____ Job Title: _____

Do you have any relatives or friends who work for the Company? YES [] NO [] If yes, who and where do they work?

Have you ever done any volunteer work? YES [] NO [] If yes, describe: (Omit any volunteer work which reflects your race, color, religion, age, sex, sexual orientation, marital status or disabilities)

Are you available to work: DAYS [] NIGHTS [] WEEKENDS [] FULL TIME [] If you cannot work full time, please explain:

Days and Hours Available:(If employed, notification must be provided in writing should availability change.)

Day	Sun	Mon	Tue	Wed	Thu	Fri	Sat
From:							
To:							

Are you presently employed? YES [] NO []
 If yes, may we contact your employer? YES [] NO []
 If presently employed, why are you considering leaving?

Do you belong to any professional, trade, business or civic organizations that deals with the position for which you are applying? YES [] NO [] If yes, please explain and list offices held: (Omit any organization which reflects your race, color, religion, age, sex, sexual orientation, marital status or disabilities.)

Account for any full month since leaving school (high school or college) that you were not working:

From	To	Reason
Mo/Yr		
Mo/Yr		
Mo/Yr		

EDUCATION

	Name/Location of School	Course Of Study	No of Years Completed	Diploma or Degree Received
High School		XXXXXX		
College				
Vocational or Trade School				
Graduate Work				

Have you completed any special courses, seminars and/or training directly related to the position for which you are applying? YES [] NO [] If yes, please describe:

List academic honors, extracurricular activities, offices held, etc. in high school or college: (Omit any which reflects your race, color, religion, age, sex, sexual orientation, marital status or disabilities.) _____

EMPLOYMENT

Start with your current or most recent position

Name of Employer		Telephone Number ()	
Full Address (Including Street, City, State & Zip)		Supervisor's Name and Title	
Dates Employed From Month/Day/Year	To Month/Day/Year	Rate of Pay Beginning	Final
Describe the Work Performed			
Name of Employer		Telephone Number ()	
Full Address (Including Street, City, State & Zip)		Supervisor's Name and Title	
Dates Employed From Month/Day/Year	To Month/Day/Year	Rate of Pay Beginning	Final
Describe the Work Performed			
Name of Employer		Telephone Number ()	
Full Address (Including Street, City, State & Zip)		Supervisor's Name and Title	
Dates Employed From Month/Day/Year	To Month/Day/Year	Rate of Pay Beginning	Final
Describe the Work Performed			

Use an additional sheet of paper if more space is necessary.

PERSONAL REFERENCES

Give three references (not relatives or employers)

Name	Occupation
Full Address (Including Street, City, State & Zip)	Telephone Number ()
Name	Occupation
Full Address (Including Street, City, State & Zip)	Telephone Number ()
Name	Occupation
Full Address (Including Street, City, State & Zip)	Telephone Number ()

We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.

IMPORTANT, PLEASE READ AND SIGN

I hereby certify that the facts set forth in the above employment application are true and complete to the best of my knowledge and authorize Sun Bulb Company, Inc. to verify their accuracy and to obtain reference information on my work performance. I hereby release Sun Bulb Company, Inc. from any/all liability of whatever kind and nature which, at any time, could result from obtaining and having an employment decision based on such information.

I understand that, if employed, falsified statements of any kind or omissions of facts called for on this application shall be considered sufficient basis for dismissal.

I understand that should an employment offer be extended to me and accepted that I will fully adhere to the policies, rules and regulations of employment of the Employer. However, I further understand that neither the policies, rules, regulations of employment nor anything said during the interview process shall be deemed to constitute the terms of an implied employment contract. I understand that any employment offered is for an indefinite duration and at will and that either I or Sun Bulb Company, Inc. may terminate my employment at any time with or without notice or cause.

Pursuant to the federal Fair Credit Reporting Act, I hereby authorize Sun Bulb Company, Inc. and its designated agents and representatives to conduct a comprehensive review of my background through a consumer report and/or an investigative consumer report to be generated for employment, promotion, reassignment or retention as an employee. I understand the scope of the consumer report/investigative consumer report may include, but is not limited to, the following areas: verification of Social Security number; current and previous residences; employment history, including all personnel files; education; references; credit history and reports; criminal history, including records from any criminal justice agency in any or all federal, state or county jurisdictions; birth records; motor vehicle records, including traffic citations and registration; and any other public records.

I, _____, authorize the complete release of these records or data pertaining to me which an individual, company, firm, corporation or public agency may have. I hereby authorize and request any present or former employer, school, police department, financial institution or other persons having personal knowledge of me to furnish Sun Bulb Company, Inc or its designated agents with any and all information in their possession regarding me in connection with an application of employment. I am authorizing that a photocopy of this authorization be accepted with the same authority as the original.

I understand that, pursuant to the federal Fair Credit Reporting Act, if any adverse action is to be taken based upon the consumer report, a copy of the report and a summary of the consumer's rights will be provided to me. I acknowledge receipt of a copy of "Summary of Your Rights Under the Fair Credit Reporting Act" detailing my rights.

SIGNED this _____ day of _____, 20____.

Signed: _____

Date: _____

Do not write below this line

**CONSENT FOR PRE-EMPLOYMENT, RANDOM, OR REASONABLE SUSPICION
DRUG TEST SCREEN AND RELEASE COVENANT NOT TO SUE AND
INDEMNITY AGREEMENT**

I hereby CONSENT to allow any designated medical testing center as chosen by Sun Bulb Company, to take a specimen of my hair, urine, or blood and submit it for a pre-employment,

random, or reasonable suspicion drug test screen. I FURTHER CONSENT to allow the laboratory testing service to make the results of such screen available to the prospective or current employer, Sun Bulb Company.

In consideration for such services being rendered on my behalf, I hereby RELEASE the laboratory testing service, its officers, agents, and employees, from any and all claims which I might otherwise have due to such results being made so available. I hereby CONSENT NOT TO FILE ANY ACTION at law or in equity against Sun Bulb Company, the laboratory testing service, their respective officers, agents or employees in connection with the results of such screen being made so available, and I hereby agree to INDEMNIFY and SAVE HARMLESS Sun Bulb Company, the laboratory testing service, their respective officers, agents, and employees from all damages, expenses, reasonable attorney's fees, and costs of court which they or any of them may suffer or incur, jointly or severally, due to the results of such screen being made so available.

SIGNED this _____ day of _____, 20____.

Signed: _____

Date: _____

Do not write below this line