

**Dawson Employment Service  
Employment Application**

**Personal**

*Name* \_\_\_\_\_  
 Last First MI

*Address* \_\_\_\_\_  
 Number Street

\_\_\_\_\_ City State Zip

If employed, can you provide documentation of your identity and eligibility to work in the United States?  
 Y \_\_\_\_\_ N \_\_\_\_\_

Position: \_\_\_\_\_  
 Salary Expectation: \_\_\_\_\_  
 Date available for work: \_\_\_\_\_

Cell # \_\_\_\_\_ Home # or message # \_\_\_\_\_

**Work Experience**

Please list most recent experience first.

If you are currently working, may we contact your current employer? Y \_\_\_\_\_ N \_\_\_\_\_

|                     |                 |                                   |
|---------------------|-----------------|-----------------------------------|
| <b>Date Beg-End</b> | <b>Employer</b> | <b>Supervisor, name and title</b> |
|                     | <b>Address</b>  | <b>Phone Number</b>               |

**Position title, responsibilities, and salary:**

\_\_\_\_\_

\_\_\_\_\_

**Reason for leaving:**

\_\_\_\_\_

|                     |                 |                                   |
|---------------------|-----------------|-----------------------------------|
| <b>Date Beg-End</b> | <b>Employer</b> | <b>Supervisor, name and title</b> |
|                     | <b>Address</b>  | <b>Phone Number</b>               |

**Position title, responsibilities, and salary:**

\_\_\_\_\_

\_\_\_\_\_

**Reason for leaving:**

\_\_\_\_\_

|                     |                 |                                   |
|---------------------|-----------------|-----------------------------------|
| <b>Date Beg-End</b> | <b>Employer</b> | <b>Supervisor, name and title</b> |
|                     | <b>Address</b>  | <b>Phone Number</b>               |

**Position title, responsibilities, and salary:**

\_\_\_\_\_

\_\_\_\_\_

**Reason for leaving:**

\_\_\_\_\_

|                     |                 |                                   |
|---------------------|-----------------|-----------------------------------|
| <b>Date Beg-End</b> | <b>Employer</b> | <b>Supervisor, name and title</b> |
|                     | <b>Address</b>  | <b>Phone Number</b>               |

**Position title, responsibilities, and salary:**

\_\_\_\_\_

\_\_\_\_\_

**Reason for leaving:**

\_\_\_\_\_

### Education and Training

| Level of Completion | School/Institute/College/University<br>Location (High School Diploma or GED) Circle One | Note Year | Major or Course |
|---------------------|---|-----------|-----------------|
|                     |   |           |                 |
|                     |   |           |                 |
|                     |   |           |                 |

  

| Professional Memberships, Licenses or Certificates<br>(Issuing Organization) | Number | Expiration Date (if any) |
|--|--------|--------------------------|
|  |        |                          |
|  |        |                          |
|  |        |                          |

Have you ever been convicted of a felony or misdemeanor? Circle one Y\_\_\_ N\_\_\_

If yes, explain \_\_\_\_\_

Do you have any charges pending? Y\_\_\_\_\_ N\_\_\_\_\_

If yes, explain \_\_\_\_\_

Do you agree to medical review by a physician of your employer's choosing; in the event you are injured on the job? Y\_\_\_ N\_\_\_

### Reference Information

Please list people that can reach you when we are unable to.

| Name | Position | Phone Number | Relationship |
|------|----------|--------------|--------------|
| 1.   |          |              |              |
| 2.   |          |              |              |
| 3.   |          |              |              |

I, \_\_\_\_\_ authorize investigations of all statements contained in the application. I am supplying my Social Security Number (SSN# \_\_\_\_\_) and Driver's License Number (DL# \_\_\_\_\_) to further those investigations and reference verifications. I understand that any misrepresentation or omission of facts is cause for dismissal. I authorize my former schools, employers, and references to provide information from my records, including dates of attendance, degrees earned, dates of employment, salary earned, reasons for leaving employment, and all other information they may have concerning my performance, and I release any and all of them from any liability arising out of their providing such information, even if provided negligently. I authorize investigation of my motor vehicle operating history and criminal background. I understand that this information may be released to appropriate personnel at work sites and agree to hold Dawson Employment or its client company(s) harmless for any and all damages resulting from the use or release of this information. I understand that an unsatisfactory report may result in denial or termination of my employment. I agree to observe and comply with company policies, rules, and regulations, and any violation may result in immediate termination.

Further, I do hereby agree to submit to drug testing to be performed by Dawson Employment or its client company(s) for detection of drugs and alcohol. I give permission for test results to be released. I understand positive test results, refusal to be tested, or any attempt to affect the test results or sample will result in withdrawal of any provisional employment offer I have received or termination of employment.

Public Law 91-508 requires that we advise you that a routine inquiry may be made which will provide applicable information concerning character, general reputation, education, previous employment, and criminal background. Upon written request, additional information as to the nature and scope of the report, if one is made, will be provided. I release all parties providing information from any liability or claims for damages, including libel, slander and invasion of privacy that may result from the disclosure of this information. Nothing in this application is to be construed as a contract of employment or as an offer of a contract of employment. If you are employed, you should note that your employment will be "at will," that is, either you or Dawson Employment or its client company(s) may terminate your employment at any time for any reason or no reason at all.

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

It is our company policy not to discriminate against any employee or applicant based on race, color, sex, age, disability, liability for service in the armed forces, or national origin. This policy includes but is not limited to employment, transfer, recruitment, layoff, termination, rates of pay, and selection for training.