

Application for Employment
United Pipe & Supply Co.
13963 N. 1000 East Rd.
Bloomington IL, 61705

(Equal Opportunity Employer)

GENERAL

NAME _____

ADDRESS _____

TELEPHONE (____) _____ SOCIAL SECURITY # _____

DATE AVAILABLE FOR EMPLOYMENT _____

If employed and under 18, can you furnish a work permit? ☐ Yes ☐ No

Have you ever been employed by this company? ☐ Yes ☐ No

Are you employed now? ☐ Yes ☐ No

May we contact your present employer? ☐ Yes ☐ No

If yes, give name: _____

Are you authorized to work in the United States on a permanent basis? ☐ Yes ☐ No

Type of work desired: _____

If applying for a position where driving is required – ☐ Yes ☐ No
Do you have a valid driver's license in this state?

License # _____

Are you available to work ☐ FULL-TIME ☐ PART-TIME ☐ OVER-TIME

Have you ever been convicted of a criminal offense, including misdemeanor or felony offenses, within the last 5 years? Please exclude any annulled, sealed, eradicated, expunged, erased, pardoned, impounded, discharged or dismissed convictions or adjudications, as well as any minor traffic violations and parking offenses. ☐ Yes ☐ No

NOTE: conviction of a crime is not necessarily an automatic bar to employment. Instead, relevant factors will be considered, such as: (1) the nature and gravity of the conviction; (2) the possible relationship of the criminal behavior to the job sought; (3) the number of convictions; (4) the recentness of the convictions; and (5) evidence that the individual has been rehabilitated.

EDUCATION

	<u>Elementary</u>	<u>Secondary</u>	<u>College</u>	<u>Graduate</u>
School Name & Address	_____	_____	_____	_____
Years Completed	4 5 6 7 8	9 10 11 12	1 2 3 4	1 2 3 4
Course of Study	_____	_____	_____	_____

SPECIAL SKILLS, QUALIFICATIONS AND CONSIDERATIONS:

Summarize special skills and qualifications, volunteer activities, military experience, employment or other activities related to the job you are seeking:

REFERENCES:

List three (3) non-relatives who are familiar with your qualifications and actual work history and ability.

<u>Name</u>	<u>Occupation/Relationship</u>	<u>Years Known</u>	<u>Telephone</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

EMPLOYMENT EXPERIENCE

Employer _____	Supervisor's Name _____
Address _____	Your Job Position _____
Telephone Number _____	Employed from _____(mo/yr) to _____(mo/yr)
Your Salary: Starting / Ending _____	Duties _____
What did you like most about your job? _____	
Reason for Leaving: _____	

Employer _____
Address _____
Telephone Number _____
Your Salary: Starting / Ending _____
What did you like most about your job? _____

Supervisor's Name _____
Your Job Position _____
Employed from _____ (mo/yr) to _____ (mo/yr)
Duties _____

Reason for Leaving: _____

Employer _____
Address _____
Telephone Number _____
Your Salary: Starting / Ending _____
What did you like most about your job? _____

Supervisor's Name _____
Your Job Position _____
Employed from _____ (mo/yr) to _____ (mo/yr)
Duties _____

Reason for Leaving: _____

Employer _____
Address _____
Telephone Number _____
Your Salary: Starting / Ending _____
What did you like most about your job? _____

Supervisor's Name _____
Your Job Position _____
Employed from _____ (mo/yr) to _____ (mo/yr)
Duties _____

Reason for Leaving: _____

Employer _____
Address _____
Telephone Number _____
Your Salary: Starting / Ending _____
What did you like most about your job? _____

Supervisor's Name _____
Your Job Position _____
Employed from _____ (mo/yr) to _____ (mo/yr)
Duties _____

Reason for Leaving: _____

PLEASE READ THE FOLLOWING STATEMENTS CAREFULLY BEFORE SIGNING THIS APPLICATION. ONLY THOSE APPLICATIONS THAT ARE SIGNED AND DATED ARE CONSIDERED VALID. IF YOU HAVE ANY QUESTIONS REGARDING THIS STATEMENT, PLEASE ASK THEM BEFORE SIGNING.

I certify that all answers and statements I have made on this application (and resume or other supplementary materials) are true and complete without omissions. By signing below, I authorize United Pipe & Supply Co. to investigate all statements contained in this employment application as they may deem necessary in arriving at an employment decision. I understand that any false information provided by me will likely result in a refusal to hire or immediate discharge if I am employed. I authorize any of the persons or organizations named in this application to give you complete information and records regarding my employment, education, character and qualifications.

If hired I will be responsible for familiarizing myself with all rules and regulations of United Pipe & Supply Co. as they presently exist or are later modified. *If hired, I understand my employment can be terminated, at the discretion of United Pipe & Supply Co. or at my option, without notice, at any time and for any reason.*

I also understand that no representative of United Pipe & Supply Co. has any authority to enter into any employment agreement for any specified period of time, or to assure me of any future position, benefits, or terms and conditions of employment, except as specifically stated in a current written agreement signed by the Vice President.

I understand this application is not an offer of employment and no promises or representations of employment have made to me at this time.

I have read, understand, and agree with the above.

Signature of Applicant

Date

This application is valid for only ninety (90) days from the date I signed. If I want to be considered for job openings more than ninety (90) days from date signed, I will submit a new application.

Consumer Report Authorization Form

Disclosure and Release of Information Including Motor Vehicle Reports and Credit Reports

Through this document, it is being disclosed to me and I understand that a **Consumer Report** or **Investigative Consumer Report** ("Consumer Report") may be prepared about me as part of my application for employment and/or continued employment.

I authorize United Pipe & Supply Co. to procure a Consumer Report for employment purposes in consideration of my application for employment, and I authorize United Pipe & Supply Co. or its third-party vendors to retrieve necessary information and prepare such Consumer Report. I understand that a Consumer Report may be prepared summarizing information from personnel files, educational institutions, government agencies, companies, corporations, credit reporting agencies, law enforcement agencies at the international, federal, state or county level, relating to my past activities. I authorize these entities to supply any and all information concerning my background. The information received may include, but is not limited to, academic, residential, achievement, job performance, attendance, litigation, personal history, credit reports, driving records, and criminal history records and that information bears on my character, general reputation, personal characteristics, and mode of living. If my prior employers and/or references are contacted, an Investigative Consumer Report may be procured that includes information obtained through personal interviews. I understand and authorize that some or all of this information about me may be transmitted electronically and, when required, may be transferred across international borders. I understand that supplemental forms and/or authorizations may be required to obtain international information and that host-country and receiving country privacy laws will be observed if information is transferred across international borders. I further authorize United Pipe & Supply Co. to procure for employment purposes subsequent Consumer Reports or Investigative Consumer Reports during the course of any employment I may have with United Pipe & Supply Co.

I may request a copy of any report that is prepared regarding me and "A Summary of Your Rights under the Fair Credit Reporting Act." I may also request the nature, scope, and substance of all information about me contained in the files of the consumer-reporting agency. I understand I have the right to inspect those files with reasonable notice during regular business hours and I may be accompanied by one other person. The consumer-reporting agency is required to provide someone to explain the contents of my file. I understand proper identification will be required and I should direct my request to: United Pipe & Supply Co. 13963 N. 1000 East Rd Bloomington, IL.

May your current employer be contacted? YES NO Not Currently Employed Post Hire Only

I authorize the above-named company to procure a **Consumer Report** about me. I hereby certify all the statements and answers set forth are true and complete to the best of my knowledge. I am willing that a photocopy of this authorization be accepted with the same authority as the original; and that if employed by the above-named company this authorization will remain in effect throughout such employment unless prohibited by applicable law or I withdraw my authorization in writing.

Signature _____ Social Security Number _____

Date _____