



Application for Employment

As equal opportunity employers, we are dedicated to a policy of non-discrimination in employment on any basis including age, sex, color, race, creed, national origin, religion, marital status, sexual orientation, political belief or disability.

Note: Provide all the requested information on this application, even if it duplicates information on a submitted resume.

Applied for Position(s) _____ Today's Date _____

Personal Data

First Name _____ Middle _____ Last _____

Street Address _____ City _____ State _____ Zip Code _____

Home Telephone Number _____ Daytime Telephone Number _____

Check if 18 years of age or older

Have you ever previously applied with or worked for us When? _____

How were you referred to this company? _____

Availability

Date available to start work _____

I am available to work full time; any restrictions on my hours and days are noted below.

I am available to work part time; any restrictions on my hours and days are noted below.

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
X if no restrictions							
If restricted, note hours (from when to when) you are able to work							

Education/Special Skills and Qualifications

In addition to your work history (reverse side), note other experiences, specific skills or qualifications you possess that are relevant to the applied for position(s), including military service assignments, self-employment, temporary jobs, volunteer activities, educational course work, degrees or certification. **Note:** Include applicable dates and contact persons for verification.

Work Experience

Note: List your current/most recent employment first.

May we contact your current employer?

Yes

No

Employer	City & State	Telephone	Supervisor Name/Title
Position & Duties/Responsibilities		Dates of Employment From To	Reason for Leaving
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Can you perform the essential duties of the position(s) for which you are applying? See job description.

Have you ever been convicted of a crime? Yes No (A conviction will not automatically disqualify you from employment; the date and nature of the offense and the specific position will be considered.) If "yes", please explain: _____

Federal law prohibits the employment of unauthorized aliens. All persons hired must submit satisfactory proof of employment authorization and identity within three (3) days of being hired. Failure to submit such proof within the required time shall result in immediate employment termination.

Certification, Release & Signature

I certify that the facts set forth in this Application for Employment are true and complete to the best of my knowledge. I understand that any false statement, omission or misrepresentation may result in the rejection of my application or if hired, for termination of employment. I authorize Entre Prises USA, Inc. to make an investigation of any of the facts set forth in this application and release Entre Prises USA, Inc. from any liability.

I understand that consideration for employment is contingent on the results of a reference and background check and on passing a pre-employment drug screen. I authorize Entre Prises USA, Inc., Inc. to investigate the truthfulness of all statements made on this application and to contact my former employers, other listed references, or any other persons who can verify information. I further authorize Entre Prises USA, Inc., Inc. to discuss the results of any investigation with all of their employees who are involved in the hiring process. I further authorize all contacted persons and former employers to provide information concerning this application, my background and suitability for employment and I release each such persons and former employers from liability for providing such information.

I understand I must provide satisfactory documents to establish my identity and right to work in the United States, if I am offered a position with Entre Prises USA, Inc., and that failure to provide this evidence will result in the termination of my employment.

I understand that employment at Entre Prises USA, Inc. is "at-will," which means that either I or the Company can terminate the employment relationship at any time, with or without prior notice, and for any reason not prohibited by statute. All employment is continued on that basis. I understand that no supervisor, manager or executive of the Company, other than the president in a signed writing has any authority to alter the foregoing.

Signature

Date

**VOLUNTARY SELF-IDENTIFICATION
(CONFIDENTIAL-FOR STATISTICAL USE ONLY)**

We are an Equal Opportunity Employer and do not discriminate on the basis of race, color, religion, sex, age, national origin, disability, veteran status, sexual orientation or any other classification protected by Federal, state, or local law. The information below will be used only in the compilation of data for Affirmative Action reporting.

Completion of this data is **voluntary** and will not affect your opportunity for employment, or terms or conditions of employment, if hired. Identification can be declared at any time prior to, or if applicable, after hire. **Please return this page with your application.**

PLEASE COMPLETE IN FULL:

Date: _____ Position Applied For: _____

Name: _____

Social Security # _____

Sex: (Circle appropriate response) Male Female

Date of Birth: _____

Applicant's Zip Code: _____

ETHNIC GROUP:

(Please check one of the descriptions below corresponding to the ethnic group with which you most identify.)

___ **American Indian or Alaskan Native** - A person having origins in any of the original peoples of North America and South America (including Central America), and who maintains tribal affiliation or community attachment

___ **Asian** - A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam

___ **Black or African American** - A person having origins in any of the Black racial groups of Africa. Terms such as "Haitian" or "Negro" can be used in addition to "Black or African American."

___ **Native Hawaiian or Other Pacific Islander** - A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands

___ **White** - A person having origins in any of the original peoples of Europe, North Africa, or the Middle East.

___ **Hispanic or Latino (All races)** - A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.

___ **Hispanic or Latino (White race only)** - A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, and of the White race.

___ **Hispanic or Latino (all other races)** - A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, and of any race other than White.

___ **Race missing or unknown** - Applies to **Applicants only**, where a resume or application that is screened is received without any racial or ethnic identification and no further contact is made with the applicant.

(Please check one if it describes your veteran status.)

_____ SPECIAL DISABLED VETERAN: Means (A) a veteran who is entitled to compensation (or who, but for the receipt of military retired pay, would be entitled to compensation) under laws administered by the Department of Veteran Affairs for a disability rated at 10 or 20 percent in the case of a veteran who has been determined to have a serious employment disability or (B) a person who was discharged or released from active duty because of a service-connected disability.

_____ VIETNAM ERA VETERAN: means a veteran, any part of whose active military, naval, or air service, was during the period August 5, 1964 through May 7, 1975 who (1) served on active duty for a period of more than 180 days and was discharged or released therefrom with other than a dishonorable discharge, or (2) was discharged or released from active duty because of a service-connected disability. No veteran can be considered to be a veteran of the Vietnam era under this paragraph after Dec. 31. 1994.

* Veteran status may be requested only after post-offer is made.