



# EMPLOYMENT APPLICATION

Catworks LLC is committed to providing a non-discriminatory employment environment for its employees.

The policy of the Catworks LLC is to fully comply with applicable federal, state and local laws, rules and regulations in the area of non-discrimination in employment. Discrimination against employees and applicants due to race, color, religion, sex (including sexual harassment), national origin, disability, age, military and/or veteran status is prohibited.

Equal employment opportunity and non-discriminatory commitments include, but are not limited to, the areas of hiring, promotion, demotion or transfer, recruitment, discipline, layoff or termination, rate of compensation and company sponsored training.

Position(s) Applied for		Date of Application	
Print Name (Last, First, & Middle)			
Street Address		City	State
Main Phone Number	Alternate Phone Number	Email	

## EMPLOYMENT EXPERIENCE

Please list the names of your present or previous employers in chronological order with present or most recent employer listed first. Be sure to account for all periods of time. If self-employed, give firm name and supply business references. Add additional page if necessary.

Name of Employer	Supervisor	May we contact?	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Street Address			
Phone Number	Dates Employed (Month/Year)		
	From	To	
Job Title and Duties	Reason for Leaving		

Name of Employer	Supervisor	May we contact?	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Street Address			

Phone Number	Dates Employed (Month/Year)	
	From	To
Job Title and Duties	Reason for Leaving	

Name of Employer	Supervisor	May we contact?
		<input type="checkbox"/> Yes <input type="checkbox"/> No

Street Address

Phone Number	Dates Employed (Month/Year)	
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	From	To
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Job Title and Duties	Reason for Leaving	
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Have you ever been involuntarily terminated or asked to resign from any job..... Yes  No  
 If yes, please explain

Please explain any gaps in your employment history:

Please list any other experience, job related skills, additional languages, or other qualifications that you believe should be considered in evaluating your qualifications for employment. **If you have a Commercial Driver's License please complete DL information below in addition to any applicable certifications.**

Class \_\_\_\_\_ DL# \_\_\_\_\_ Exp. Date \_\_\_\_\_ MedCard \_\_\_\_\_ Exp. Date \_\_\_\_\_

**EDUCATION**

Please describe your educational background in the table provided below.

	School Name	Years Completed	Diploma/ Degree (Yes/No)	Area of Study/Major	Specialized Training, Skills, or Extra- Curricular Activities
High School					
College/ University					
Graduate/ Professional School					
Trade School					
Other					

**BUSINESS AND PROFESSIONAL REFERENCES**

Please list three professional references of individuals who are **not** related to you.

Name and Title	Relationship	Phone Number or Email

- Have you ever worked for this company before?..... Yes  No  
 a. If yes, please give dates and position: \_\_\_\_\_
- Do you have friends and/or relatives working for this company?..... Yes  No  
 a. If yes, name(s) and relationship(s): \_\_\_\_\_
- On what date are you available to begin work? \_\_\_\_\_
- Days/Hours available to work:

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

- Are you available to work?  Full-time  Part-time  Shift Work  Temporary
- Minimum salary required:.....Per Hour \$\_\_\_\_\_ Per Month \$\_\_\_\_\_
- If hired, would you have a reliable means of transportation to and from work?..... Yes  No
- Can you travel if the position requires it?..... Yes  No
- Can you relocate if the position requires it?..... Yes  No
- Are you at least 18 years old? ..... Yes  No  
 a. Note: If under 18, hire is subject to verification that you are of minimum legal age.
- If hired, can you present evidence of your identity and legal right to work in this country?..... Yes  No
- Are you able to perform the essential job functions of the job for which you are applying with or without reasonable accommodation?..... Yes  No

**APPLICANT STATEMENT AND AGREEMENT**

Please read and initial each paragraph below. If there is anything that you do not understand, please ask.

\_\_\_\_\_ I hereby authorize the Company to thoroughly investigate my references, work record, education and other matters related to my suitability for employment and, further, authorize the prior employers and references I have listed to disclose to the Company any and all letters, reports and other information related to my work records, without giving me prior notice of such disclosure. In addition, I hereby release the Company, my former employers and all other persons, corporations, partnerships and associations from any and all claims, demands or liabilities arising out of or in any way related to such investigation or disclosure.

\_\_\_\_\_ If hired, I understand and agree that my employment with the Company is at-will, and that neither I, nor the Company is required to continue the employment relationship for any specific term. I further understand that the Company or I may terminate the employment relationship at any time, with or without cause, and with or without notice. I understand that the at-will status of my employment cannot be amended, modified, or altered in any way by any oral modifications.

\_\_\_\_\_ I understand that safety of employees is extremely important to the Company and that the Company is committed to ensuring a safe working environment. I understand that I, and every employee, have a responsibility to prevent accidents and injuries by observing all safety procedures and guidelines and following the directions of my site supervisor. I understand and agree to comply with federal, state, and local regulations related to on-the-job safety and health.

\_\_\_\_\_ I hereby certify that the answers given by me are true and correct to the best of my knowledge. I further certify that I, the undersigned applicant, have personally completed this application. I understand that any omission or misstatement of material fact on this application or on any document used to secure employment shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery.

\_\_\_\_\_ I understand that if I am selected for hire, it will be necessary for me to provide satisfactory evidence of my identity and legal authority to work in the United States, and that federal immigration laws require me to complete an I-9 Form in this regard.

\_\_\_\_\_ I understand that if an offer of employment is extended that I may be subject to a complete background investigation and drug and alcohol testing.

**MY SIGNATURE BELOW ATTESTS TO THE FACT THAT I HAVE READ, UNDERSTAND, AND AGREE TO ALL OF THE ABOVE TERMS.**

**Signature:** \_\_\_\_\_

**Name (print):** \_\_\_\_\_ **Date:** \_\_\_\_\_