



What position are you applying for? _____

Today's Date _____

Who referred you (if applicable)? _____

Current employee _____

When will you be able to begin work? _____

Expected pay _____

PERSONAL INFORMATION:

Name: _____
Last First Middle

Address: _____

Telephone Number: _____ Alternate Number: _____

Are you legally eligible for employment in the United States? Yes _____ No _____

Are you 18 years of age or older? Yes ____ No _____

Have you previously worked for Acorn Industries? Yes _____ No _____

If yes, give date(s): _____

Are you a veteran of the U.S. military service? Yes _____ No _____

If yes, list branch of service: _____ Date of discharge _____

Military specialty and types of training: _____

If yes, with what employer(s): _____

Have you ever been convicted of a felony or misdemeanor? Yes _____ No _____

If yes, give date: _____

EDUCATION:

	<u>Name, Location</u>	<u>Did you graduate?</u>	<u>Subject studied/ Degree(s) received</u>
High School	_____	Yes or No	_____
	_____		_____
	_____		_____



EDUCATION:

	<u>Name, Location</u>	<u>Did you graduate?</u>	<u>Subject studied/ Degree(s) received</u>
College	_____	Yes or No	_____
	_____		_____
	_____		_____
Graduate School	_____	Yes or No	_____
	_____		_____
	_____		_____
Trade, Business, or Correspondence School	_____	Yes or No	_____
	_____		_____
	_____		_____
Other	_____	Yes or No	_____
	_____		_____
	_____		_____

FORMER EMPLOYERS:

Please list your previous four employers starting with your current or most recent job. Include military service assignments.

1. Employer: _____ Type of business: _____

Address: _____

Telephone: _____ Ending salary: _____ Dates of employment: _____

Immediate supervisor: _____ Reason for leaving: _____

Job title and major duties: _____



2. Employer: _____ Type of business: _____

Address: _____

Telephone: _____ Ending salary: _____ Dates of employment: _____

Immediate supervisor: _____ Reason for leaving: _____

Job title and major duties: _____

3. Employer: _____ Type of business: _____

Address: _____

Telephone: _____ Ending salary: _____ Dates of employment: _____

Immediate supervisor: _____ Reason for leaving: _____

Job title and major duties: _____

4. Employer: _____ Type of business: _____

Address: _____

Telephone: _____ Ending salary: _____ Dates of employment: _____

Immediate supervisor: _____ Reason for leaving: _____

Job title and major duties: _____



SPECIAL SKILLS AND QUALIFICATIONS:

Please summarize any special skills, training, or qualifications you have acquired from previous employment or other experiences. Include any foreign languages you speak fluently.

VOLUNTEER SERVICE:

Describe any volunteer experiences.

ADDITIONAL COMMENTS:

Please state any additional information you feel may be helpful to us in considering your application.



APPLICANT STATEMENT

I affirm that the facts set forth in my Application for Employment for Acorn Industries are true and complete to the best of my knowledge. I understand that false statements in this application may result in a refusal to hire, revocation of an offer of employment, or termination of employment once falsity of a statement becomes known. I further understand that this does not alter the at-will employment relationship.

I hereby authorize investigation of all information contained in this application and also authorize full disclosure of my present and prior work records by an employer. I understand that employment arising out of this application is contingent upon the results of this investigation. I hereby release any employer from any obligation to provide me with written notification of any information disclosed. I understand that this may include a record of disciplinary action assessed by the employer. I hereby release Acorn Industries and all its agents from liability for acts performed in good faith and without malice in connection with evaluating my application, my credentials and my qualifications. I hereby release from liability any and all individuals and organizations, any firm, institution or court, who release data pertinent to the review of my application in good faith and without malice concerning my professional competence, ethics, character or other qualifications.

I further understand that Acorn Industries requires a background check, and that hiring is contingent upon receipt of satisfactory results.

Michigan law provides that disabled persons are entitled to certain legal rights including, where appropriate, accommodation. If you are disabled and need accommodation, you must notify Acorn Industries in writing of the need for accommodation within 182 calendar days of the date you know or should have known of the need for accommodation. Failure to give timely written notice of the need for accommodation may result in loss of legal rights under Michigan law.

I agree that if I am employed by Acorn Industries, the employment relationship is “at-will” which means that either Acorn Industries or I may terminate the employment relationship at any time with or without cause or notice. I understand and agree that no manager, supervisor or representative of Acorn Industries has the authority to enter into any agreement for employment for any specified period of time or enter into any agreement contrary to any information in this Applicant Statement. No other practice, procedure, written or oral policy or statement by anyone, including other management personnel, can alter that at-will employment relationship.

I have read and understand and agree to the above statements and conditions of employment.

Signature _____

Date _____

It is the policy of Acorn Industries not to discriminate in its employment and personnel practices because of a person’s race, color, religion, sex, national origin, age, height, weight, marital status, disability, or any other characteristic protected by federal, state or other applicable law.