

Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Phone: _____ Email _____

Date Available: _____ Social Security No.: _____ Drivers Lic. # _____

Position Applied For: _____ Desired Salary: _____

Are you a citizen of the United States? YES NO If no, are you authorized to work in the U.S.? YES NO

Have you ever been convicted of a felony? YES NO A felony may not necessarily disqualify you from employment.

If yes, explain: _____

Education

High School: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO

College: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

Other: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

References

Please list three professional references.

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____
Company: _____ Phone: _____
Address: _____

Previous Employment

Company: _____ Phone: _____
Address: _____ Supervisor: _____
Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO



Company: _____ Phone: _____
Address: _____ Supervisor: _____
Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO



Company: _____ Phone: _____
Address: _____ Supervisor: _____
Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Military Service/Tribal Affiliation

Branch: _____ From: _____ To: _____

Rank at Discharge: _____ Type of Discharge: _____

If other than honorable, explain: _____

Tribal Affiliation (N/A if none): _____

Skills, Experience and Additional Information

Describe any specialized training, apprenticeships, volunteer work or skills: _____

Describe software and equipment you have experience with (Office Suites, Mac, Quickbooks, Outlook, etc.):

Security Clearances (current): _____

Other information you believe may be helpful in consideration of your application: _____

Disclosure and Agreement

I certify that the facts described in this Application for Employment are true. I understand that if I am employed, any false statements, omissions or misrepresentations given in my application or interview(s) may result in my dismissal.

I understand, also, that I am required to abide by all rules and regulations of the employers.

I authorize Alchemy Tribal Services or its parent company, JW Industries Group, to investigate any of the facts described in this application and I release Alchemy Tribal Services or JW Industries Group from any liability resulting from such an investigation.

The applicant understands that neither this document nor any offer of employment from the employer constitute an employment contract unless a specific document to that effect is executed by the employer and employee in writing.

I understand that employment, if offered, will be at the will of the Employer and myself and may be terminated for any reason by either party.

I also understand that the use of illegal drugs and alcohol is prohibited during employment. I am willing to submit to pre-employment drug and alcohol testing, and agree to random alcohol and drug screening during employment.

By submitting this application, I affirm that I have read and agree to all of the disclosures and conditions included this application.

Signature: _____

Date: _____

Please attach a cover letter and resume to this application if one has not yet been submitted.

Received: _____

Position: _____

Date: _____