



HUMAN RESOURCES APPLICATION FOR EMPLOYMENT

We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation or any other legally protected status.

Please print.

Date of Application

Position(s) Applied For

How did you learn about us?

- Advertisement Employment Agency Friend Relative Walk-In
 Other _____

Last Name

First Name

Middle Name

Address

City

State

Zip

E-mail Address

Social Security Number

Phone Number

If you are under 18 years of age, can you provide required proof of your eligibility to work? Yes No

Have you ever filed an application with us before? If yes, give date: _____ Yes No

Have you ever been employed by a Cook Group company? If yes, give date: _____ Yes No

Are you currently employed? Yes No

May we contact your present employer? Yes No

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status?
(Proof of citizenship or immigration status will be required upon employment.) Yes No

Are you currently on layoff status and subject to recall? Yes No

Can you travel if a job requires traveling? Yes No

Have you been convicted of a felony within the last 7 years?
(Conviction will not necessarily disqualify an applicant from employment.) Yes No

If yes, please explain: _____

On what date would you be available for work? _____

Are you available to work: Full Time Part Time Shift Work Temporary

We are an equal opportunity employer.

Education	Name and Address of School	Course of Study	Years Completed	Diploma/Degree
Elementary School				
High School				
Undergraduate College				
Graduate/Professional				
Other (Specify)				

Indicate any foreign languages you can speak, read and/or write.

	Fluent	Good	Fair
Speak			
Read			
Write			

Describe any specialized training, apprenticeship, skills and extracurricular activities.

Describe any job-related training received in the United States military.

Employment Experience

Start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude organizations that indicate race, color, religion, gender, national origin, disabilities or other protected status.

Employer	Dates Employed	Work Performed
Address		
Phone Number(s)	From:	
Job Title	To:	
	Hourly Rate/Salary	
Supervisor	From:	
	To:	
Reason for Leaving		

Employer	Dates Employed	Work Performed
Address		
Phone Number(s)	From:	
Job Title	To:	
	Hourly Rate/Salary	
Supervisor	From:	
	To:	
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Employer	Dates Employed	Work Performed
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Job Title	To:	
	Hourly Rate/Salary	
Supervisor	From:	
	To:	
Reason for Leaving		

If you need additional space, please continue on notes page.

List professional, trade, business or civic activities and offices held. You may exclude membership that would indicate gender, race, religion, national origin, age, ancestry, disability or other protected status.

Other Qualifications

Summarize special job-related skills and qualifications acquired from employment or other experience.

Specialized Skills

Check Skills/Equipment Operated

- | | | | |
|----------------------------------|---------------------------------------|---|-----------------------------|
| <input type="radio"/> PC | <input type="radio"/> Data Processing | <input type="radio"/> Production/Mobile Machinery | <input type="radio"/> Other |
| <input type="radio"/> Typewriter | <input type="radio"/> Excel | _____ | _____ |
| <input type="radio"/> Fax | <input type="radio"/> Microsoft Word | _____ | _____ |
| | | _____ | _____ |

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

Professional References

Please provide names of former managers, supervisors or coworkers.

Name		Phone	
Address			
City		State	Zip
Name		Phone	
Address			
City		State	Zip
Name		Phone	
Address			
City		State	Zip

Applicant's Statement

I certify that answers given herein are true and complete to the best of my knowledge.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

By signing below, I agree that the Employer reserves the right to conduct a criminal background check, contact previous employers, educational institutions and licensing bodies for verification of employment skills, abilities and quality of job performance. I also agree to release from liability the Employer and its representatives for seeking such information and all other persons, corporations or organizations for furnishing such information.

The Employer is an Equal Opportunity Employer. The Employer does not discriminate in employment and no question on this application is used for the purpose of limiting or excusing any applicant's consideration for employment on a basis prohibited by local, state or federal law.

This application for employment shall be considered active for a period of time not to exceed 60 days. Any applicant wishing to be considered for employment beyond this time period should inquire whether applications are being accepted at that time.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand also that I am required to abide by all rules and regulations of the employer.

In consideration for my employment by your company, I agree to conform to the rules and regulations of the company set forth in the company's employee handbook and acknowledge that these rules and regulations may be changed, interpreted, withdrawn or added to by the employer at any time, at the employer's sole option and without any prior notice to me.

I acknowledge that Cook Incorporated is obligated to comply with all tenets of the Patriot Act. I hereby consent to Cook Incorporated releasing any and all of my personal information to the federal government when and if it is requested of them.

Signature of Applicant

Date

For Human Resources Department Use Only

Employed Yes No Date of Employment: _____ Hourly/Salary Rate: _____

Job Title: _____ Department: _____

By: _____ Date: _____

Notes

Notes

Name _____

Position _____

Date _____