



## APPLICATION FOR EMPLOYMENT

**VALID FOR 30 DAYS**

Trujillo & Sons, Inc. and Trujillo Oil Plant, adhere to a policy of making employment decisions without regard to race, color, age, sex, religion, national origin, disability, or marital status. We assure that your opportunity for employment with us depends solely upon your qualifications.

<b>Equal Opportunity Employer</b>	<b>Drug-Free Workplace</b>
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<b>Last Name</b>	<b>First</b>	<b>Middle</b>	<b>Last 4 digits of Social Security #</b>
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<b>Present Street Address</b>	<b>City/State</b>	<b>Zip code</b>	<b>Telephone number:</b>
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<b>Date:</b>	<p><b>Please answer all questions:</b> Resumes are not accepted in place of this application.</p> <p><b>Note:</b> This application was designed to be used with several types of job openings. Some questions may not be completely applicable to the position you are seeking. <b>Please print.</b></p>
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<b>Position applying for:</b>	<p><b>Are you willing to work overtime if necessary?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><b>Only U.S. Citizens or aliens who have a legal right to work in the U.S. are eligible for employment. Can you, upon employment, submit documents verifying your legal right to work in the U.S. and your identity?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><b>Have you ever been convicted of a crime (other than a minor traffic violation) or entered a plea of guilty or nolo contendere (no contest)?</b> <input type="checkbox"/> No <input type="checkbox"/> Yes</p> <p><i>If yes, give dates and explain. Conviction of a crime will not necessarily be a bar to employment. Factors such as age and time of offense, seriousness, nature of violation and rehabilitation will be taken into account.</i></p> <p>_____</p> <p>_____</p> <p>_____</p>
<b>Date you are available:</b>	
<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Temporary <input type="checkbox"/> Seasonal <input type="checkbox"/> On-Call	
<b>Are you 18 years of age or older?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No (if your under 18, please state your age)	

<b>Have you ever been employed by us?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Email:</b>
If Yes, When: _____ at what location?	

<b>EDUCATION</b> (May or may not be considered depending on the job applied for.)
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Name of School: (Last School First)	Address	Number of years attended	Field of Study	Diploma/Degree
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

**EMPLOYMENT RECORD**

(Beginning with your present to last position, list the jobs that you have held)

<b>1- Employer:</b>	Supervisor:	Hourly Rate/ Salary Starting: Ending:
Employer Address:	City/State	Zip code
Telephone number: ( ) -	Position Held:	Reason for leaving:
Date Employed: From: To:		
Work performed:		
<b>2- Employer:</b>	Supervisor:	Hourly Rate/ Salary Starting: Ending:
Employer Address:	City/State	Zip code
Telephone number: ( ) -	Position Held:	Reason for leaving:
Date Employed: From: To:		
Work performed:		
<b>3- Employer:</b>	Supervisor:	Hourly Rate/ Salary Starting: Ending:
Employer Address:	City/State	Zip code
Telephone number: ( ) -	Position Held:	Reason for leaving:
Date Employed: From: To:		
Work performed:		
<b>4- Employer:</b>	Supervisor:	Hourly Rate/ Salary Starting: Ending:
Employer Address:	City/State	Zip code
Telephone number: ( ) -	Position Held:	Reason for leaving:
Date Employed: From: To:		
Work performed:		

**REFERENCES**

GIVE NAME, ADDRESS, TELEPHONE NUMBER, AND COMPANY NAME OF THE THREE CHARACTER REFERENCES WHO ARE **NOT** RELATED TO YOU AND ARE PREVIOUS EMPLOYERS

NAME	Address	Telephone number	Company Name
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Give name, telephone number, and company name of three character references **not** related to you

NAME	Telephone number	Company Name
_____	_____	_____
_____	_____	_____
_____	_____	_____

**APPLICANT STATEMENT**

I hereby release and hold harmless my current and former employers, educational institutions, and persons or organizations named on this application or accompanying resume from all liability on account of furnishing such information to Trujillo & Sons, Inc. and Trujillo Oil Plant.

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

I consent to medical examination and the collection of blood and/or urine samples, as requested for the purpose of determining the presence of alcohol and/or drugs. I furthermore authorize the release of all medical information obtained during the examination and testing procedure to Trujillo & Sons, Inc. and Trujillo Oil Plant. I understand that a Drug-Free Workplace program is in effect and that a positive result may be grounds for termination.

I understand that if I am hired I will be subject to a 90 day probationary period. In addition, I agree that if Trujillo & Sons, Inc. and/or Trujillo Plant Oil does not receive payment from the client for services which I perform as a leased employee, the employer will pay me the applicable minimum wage ( or legally required overtime pay in a workweek in which I have worked overtime) for any such pay period.

**I certify that all information contained in this application is correct to the best of my knowledge.**

<b>Signature of applicant:</b>	<b>Date:</b>
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