

|  |
| --- |
| **EMPLOYMENT APPLICATION (page 1 of 3)** |

|  |  |
| --- | --- |
| NAME: | DATE: |
| ADDRESS: | CITY/STATE/ZIP: |
| EMAIL: | PHONE NUMBER: |

|  |
| --- |
| **Referral Source** (please check the appropriate category and name the source)**:** |

|  |  |  |
| --- | --- | --- |
| **Advertisement \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **Staffing \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Agency** | **Employee \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **Company’s Website** | **Walk-in** | **Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

|  |  |
| --- | --- |
| **Section One (Personal/Position Related Information):** | |
| What position are you applying for? | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| When can you start? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | Salary requirement: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |
| Please list any other name under which you have been employed: | | | | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | |
| Are you authorized to work in the United States? | | | Yes  No | | |
| Have you ever been convicted of a felony?  *Applicants are not obligated to disclose sealed or expunged arrest or conviction records.* | | | Yes  No | | |
| If yes, please explain: | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | | | |
| What is your work preference? | | Full Time  Part Time  Temporary | | | | |
| Are you available to work overtime? | | | Yes  No | |
| If applying for a position which would require you to drive a vehicle,  please list your driver’s license # and issuing state: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Section Two (Education):** | | | | |
| Education/Type | Name & City | Coursework Taken | Did you Graduate? | Degree Received |
| High School |  |  | Yes / No |  |
| College |  |  | Yes / No |  |
| Graduate School |  |  | Yes / No |  |
| Other |  |  | Yes / No |  |

**EMPLOYMENT APPLICATION (page 2 of 3)**

|  |
| --- |
| **Section Three (Work History):** |

Please give your work history for the past 10 years. Note any gaps in employment. Begin with the most recent employer. Feel free to use additional paper if necessary.

|  |  |  |  |
| --- | --- | --- | --- |
| **#1 -** Company: |  | Phone Number: |  |
| Address: |  | City/State/Zip: |  |
| Position Held: |  | Employment Dates: |  |
| Beginning Salary: |  | Ending Salary: |  |
| Supervisor’s Name: |  | May we Contact? | Yes  No |

|  |  |
| --- | --- |
| Reason for Separation: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **#2 -** Company: |  | Phone Number: |  |
| Address: |  | City/State/Zip: |  |
| Position Held: |  | Employment Dates: |  |
| Beginning Salary: |  | Ending Salary: |  |
| Supervisor’s Name: |  | May we Contact? | Yes  No |

|  |  |
| --- | --- |
| Reason for Separation: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **#3 -** Company: |  | Phone Number: |  |
| Address: |  | City/State/Zip: |  |
| Position Held: |  | Employment Dates: |  |
| Beginning Salary: |  | Ending Salary: |  |
| Supervisor’s Name: |  | May we Contact? | Yes  No |

|  |  |
| --- | --- |
| Reason for Separation: |  |

**EMPLOYMENT APPLICATION (page 3 of 3)**

|  |
| --- |
| **Section Four (Additional Information):** |

Business References (Give three references other than relatives or former supervisors):

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Address | Work Phone | Home Phone |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

List any special achievements or qualifications (such as training, etc.):

List any professional organization membership(s):

|  |
| --- |
| **Section Five (Application Verification/Acknowledgement):** |

In completing this application I verify that all information provided is true and accurate. Should I be granted a personal interview, I agree that information will be true as well. I understand that any misrepresentations, falsifications, or material omissions can lead to immediate termination. I understand that this application will only be considered for 60 days from the date I signed the document. Should I want to be considered after this time, I will need to re-apply.

Delta Tau Delta Fraternity has the right to verify any of this information with any former employer, motor vehicle department, criminal history, personal reference or educational institution. Delta Tau Delta Fraternity has the right to use outside agencies as it deems necessary to verify this information and/or during the course of an investigation at any time prior to or during my employment.

Should I be offered a job, I agree to comply with all policies including drug testing of Delta Tau Delta Fraternity. I understand only management has the authority to make or change policies. I understand that Delta Tau Delta Fraternity is not obligated to provide employment and that I am not required to accept employment.

Nothing in this application or in any prior or subsequent oral or written communication is intended to create any contract or employment. I agree to not record any interaction or materials within or regarding the company, its employees and/or other interaction to which I may or may not be a party prior to, during or following my employment. Should there ever be litigation between myself, my parties and Delta Tau Delta Fraternity, I agree to utilize arbitration as a viable and binding alternative resolution.

I am aware that Delta Tau Delta Fraternity is an equal opportunity employer. They do not hire, promote, terminate or make any other employment decisions based on race, color, religion, sex, national origin, age, disability, genetic information or any other characteristic protected by law. Delta Tau Delta Fraternity is an at will employer and as such has the right to terminate employment at any time. Should I become employed, I have the same right to terminate my employment at any time.

|  |  |
| --- | --- |
| Applicant Signature | Date |

10000 Allisonville Road ● Fishers IN 46038 ● p. 317-284-0203 ● f. 317-284-0214