



# Application For Employment

## “Employment – At – Will”

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

**PLEASE PRINT**

Position(s) Applied For				Date of Application		
How Did You Learn About Us? Social Media (if so, which platform)		Advertisement	Friend	Relative	Inquiry Other	Employment Agency
Last Name		First Name		Middle Name		
Address				Apt #		
City		State	Zip Code	Telephone Number(s)		

Best time to contact you at home: \_\_\_\_\_ Yes No

If you are under 18 years of age, can you provide required proof of your eligibility to work?

Have you ever filed an application with us before? If yes provide date \_\_\_\_\_

Have you ever been employed by us before? If yes provide dates \_\_\_\_\_

Do any of your friends or relatives, including spouse, work here?

If yes, provide name and relationship \_\_\_\_\_

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.

Date available for work:

Desired Salary Range:

Are you available to work:      Full Time              Part Time              Day Turn              Night Turn

Temporary – Indicate Dates available \_\_\_\_\_ Yes No

Are you currently on “lay-off” status and subject to recall?

Can you travel if job requires it?

Have you ever been convicted of a felony?

If Yes, please explain: \_\_\_\_\_

Do you have a reliable means of transportation? (Car/Truck/other)

Do you have a valid drivers license? Indicate license number and state: \_\_\_\_\_

<b>Education History</b>					
School Type	Name & Address of School	Year Graduated	Course of Study	No. of Years Completed	Diploma/Degree Received
High School					
Undergraduate College					
Graduate/Professional					
Other (Specify)					

**Work Experience**

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

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

**Comments: Include explanation of any gaps in employment**

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**Describe any specialized training, apprenticeships, skills, and extra-curricular activities.**

**Describe any job-related training received in the United States Military**

**List professional, trade, business, or civic activities and offices held.**

You may exclude organizations which indicate race, color, religion, gender, national origin, disabilities, or other protected status.

**Additional Information**

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

**Specialized Skills (Computer Experience / Equipment Operated)**

PC / Mac	Terminal	Production / Mobile Machinery (list)	Other (list)
AS/400	Spreadsheet	_____	_____
Tablets	Laptop	_____	_____
Typing	_____ WPM	_____	_____

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

**Note to Applicants: DO NOT ANSWER THIS QUESTION UNLESS YOU HAVE BEEN INFORMED ABOUT THE REQUIREMENTS OF THE JOB FOR WHICH YOU ARE APPLYING**

Are you capable of performing in a reasonable manner, with or without a reasonable accommodation, the activities involved in the job or occupation for which you have applied? A review of the activities involved in such job or occupation has been given.

YES NO

**Personal / Professional References**

*Do not include family members or past supervisors*

Name	Phone Number	Best Time to Call	Occupation

## Applicants Statement

I certify that the answers and information given herein are true and complete.

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

This application for employment shall be considered active for a period not to exceed thirty (30) days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with **Team Sledd, LLC.** is of an "at will" nature, which means that the Employee may resign at any time and **Team Sledd, LLC.** 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 the President of **Team Sledd, LLC.**

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 **Team Sledd, LLC.**

X \_\_\_\_\_

Signature of Applicant

\_\_\_\_\_ Date



**IS A DRUG FREE  
WORKPLACE  
*WE TEST***

## Authorization and Release Form

I hereby authorize Team Sledd, LLC. to conduct an inquiry into my work experience, business activities, education, general reputation, character, personal characteristics, and mode of living and/or past activities. This inquiry may be conducted either by Team Sledd, LLC. ,its employees, or an independent agency retained by the Team Sledd, LLC. I authorize and request any and all of my former employers, personal references, educational institutions, law enforcement, and credit agencies, and/or any other person to furnish to the Team Sledd, LLC. or its agents any information that they may have concerning the above referenced matters. This may include, but is not limited to, educational history, criminal information, credit records, employment, and the reason(s) for termination thereof.

I hereby release the Team Sledd, LLC., its employees and/or any agency retained by Team Sledd, LLC., from all liability and responsibility, in connection with conducting such an inquiry, including their agents and employees. Further, I hereby release from any and all liability whatsoever all persons, institutions, employees, organizations and/or agencies which provide information pursuant to this authorization and request. In connection with any inquiry made by the Team Sledd, LLC. of former employers, personal references, educational institutions, etc. I am waiving all rights to bring any action for defamation, invasion of privacy or similar causes of action.

X \_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

In executing this document, it is understood that an investigative consumer report may be prepared whereby information is obtained through personal interview with my neighbors, friends, and others with whom I am acquainted. This inquiry includes information as to my character, general reputation, and personal characteristics. I understand that I have the right to make a written request within a reasonable period of time to receive additional, detailed information about the nature and scope of this investigation.





# RELEASE FORM

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Social Security Number: XXX-XX-\_\_\_\_\_

Telephone: \_\_\_\_\_

Dear Sir or Madam,

The individual, named above, is being considered for a position with the Team Sledd LLC. The applicant's signature below will attest to the fact that we have process. We are asking for your assistance in this matter. Please supply information as requested below. All information furnished will be held in the strictest confidence.

\_\_\_\_\_

Signature of Applicant

\_\_\_\_\_

H.R. Manager

## EMPLOYMENT HISTORY

Employer: \_\_\_\_\_

Date: \_\_\_\_\_

Period of Employment: From: \_\_\_\_\_ To: \_\_\_\_\_

Duties During Employment: \_\_\_\_\_

Rate of Pay/Salary: \_\_\_\_\_

Was Applicant Honest and Reliable: \_\_\_\_\_

Was Applicant Disciplined For Any Reason: \_\_\_\_\_

If So, Give Details \_\_\_\_\_

Reason For Leaving: \_\_\_\_\_

Would You Rehire: Yes: \_\_\_\_\_ No: \_\_\_\_\_

If Not Give Reasons: \_\_\_\_\_

Additional Comments: \_\_\_\_\_

\_\_\_\_\_

Signature/Title

\_\_\_\_\_

Telephone

# EQUAL OPPORTUNITY EMPLOYER

*"IT IS OUR PLEDGE TO RESPECT THE DIGNITY OF PROSPECTIVE EMPLOYEES AND TO CARRY OUT OUR RELATIONSHIP WITH THEM WITHOUT DISCRIMINATION REGARDLESS OF RACE, CREED, COLOR, SEX, AGE, NATIONAL ORIGIN, OR HANDICAP."*

We are an equal opportunity employer and the purpose of the information requested below is to help us comply with the Federal and State regulations which require that we solicit information from the applicant for advertised employment positions. The information is maintained for statistical purposes only. Any information not provided will be supplied by Team Sledd LLC. on a "best knowledge" basis. It will be seen by the Team Sledd LLC. Affirmative Action Officer only and will in no way add or detract from your employment potential with Team Sledd LLC. **Thank you for your assistance.**

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Name: \_\_\_\_\_ Veteran Yes No  
Address: \_\_\_\_\_ U.S. Citizen Yes No  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_  
Position Applied For: \_\_\_\_\_

Hours Desired:	Full-Time	Part-Time	Summer Only
	<u>Marital Status</u>		
	Single	Separated	
	Married	Widowed	
	Divorced		

What caused you to apply at Team Sledd, LLC for employment? (Please select one)

Newspaper Advertisement

Social Media Advertisement

WV State Employment Office

Personal Initiative

Private Employment Agency (Name) \_\_\_\_\_

Encouraged by a Team Sledd LLC Employee (Name): \_\_\_\_\_

Vacancy Announcement Posted within Team Sledd LLC. \_\_\_\_\_

Educational Institution (Please Name) \_\_\_\_\_

Other (Explain): \_\_\_\_\_

I certify that I fully understand the Team Sledd LLC's purpose in obtaining the above information and further certify that my resources are true to the best of my knowledge. Thank you for your cooperation.

\_\_\_\_\_ AM PM \_\_\_\_\_  
Date Time Signature

\_\_\_\_\_  
Equal Employment Opportunity Officer

**Having issues submitting your form? You may save this form and send directly to [priethmiller@teamsledd.com](mailto:priethmiller@teamsledd.com) and [rchurch@teamsledd.com](mailto:rchurch@teamsledd.com)**