

**INSTRUCTIONS:** PLEASE PRINT CLEARLY & FILL OUT COMPLETELY. THANK YOU.



# APPLICATION FOR EMPLOYMENT

FOR MANAGEMENT ONLY:		
<u>INT. DAY</u>	<u>DATE</u>	<u>TIME</u>

**NAME:** \_\_\_\_\_  
FIRST MIDDLE INITIAL LAST

STREET ADDRESS \_\_\_\_\_ APT # \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

CELL: \_\_\_\_\_ HOME PHONE: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

1) ARE YOU 18 OR OLDER?  YES  NO, IF NO, CAN YOU SATISFACTORILY MEET THE LEGAL REQUIREMENTS TO WORK? \_\_\_\_\_

2) POSITION DESIRED:  FULL TIME  PART TIME  SUMMER/ TEMPORARY ONLY  
3) ARE YOU LEGALLY ABLE TO BE EMPLOYED IN THE UNITED STATES?  YES  NO

4) HOW DID YOU LEARN OF THIS JOB? \_\_\_\_\_

5) HAVE YOU EVER WORKED AT DUFF CO. BEFORE?  NO  YES, IF YES, DATES: \_\_\_\_\_

6) CAREFULLY CHECK OFF THE POSITION(S) FOR WHICH YOU ARE APPLYING?  
**OFFICE:**  RECEPTIONIST  ACCOUNTING/ADMINISTRATIVE  
**WAREHOUSE:**  DRIVER  RECEIVING/SHIPPING  ORDER PICKING  MFG/ASSEMBLY  ANY AVAIL  DEPT LEAD/SUPERVISOR  
**SALES & CUSTOMER SUPPORT:**  COUNTER SALES  OFFICE SALES  OUTSIDE SALES

7) DRIVING JOBS ONLY: DO YOU HAVE A VALID DRIVER'S LICENSE? \_\_\_\_\_

**AVAILABILITY:** 1) HOURS AVAILABLE:

	MON	TUE	WED	THU	FRI	SAT	SUN
FROM:							
TO:							

**DUFF CO. HOURS:**  
MON to FRI: 7:00 AM- 5 PM  
SATURDAY: 7:30 AM-12 PM  
SUNDAY: CLOSED  
EMERG SVC: 24/7

2) TOTAL HOURS AVAILABLE PER WEEK: \_\_\_\_\_ 3) DO YOU HAVE TRANSPORTATION TO WORK? \_\_\_\_\_

4) ARE YOU REGULARLY AVAILABLE TO WORK...  
...DAYS? YES NO ...NIGHTS? YES NO ...WEEKENDS? YES NO ...HOLIDAYS? YES NO

**EDUCATION:** HIGH SCHOOL OR GED  
NAME: \_\_\_\_\_ LOCATION: \_\_\_\_\_  
NUMBER OF YRS. ATTENDED: \_\_\_\_\_ MAJOR: \_\_\_\_\_ DIPLOMA OR DEGREE RECEIVED: \_\_\_\_\_

COLLEGE  
NAME: \_\_\_\_\_ LOCATION: \_\_\_\_\_  
NUMBER OF YRS. ATTENDED: \_\_\_\_\_ MAJOR: \_\_\_\_\_ DIPLOMA OR DEGREE RECEIVED: \_\_\_\_\_

GRADUATE  
NAME: \_\_\_\_\_ LOCATION: \_\_\_\_\_  
NUMBER OF YRS. ATTENDED: \_\_\_\_\_ MAJOR: \_\_\_\_\_ DIPLOMA OR DEGREE RECEIVED: \_\_\_\_\_

VOCATIONAL/ TECHNICAL  
NAME: \_\_\_\_\_ LOCATION: \_\_\_\_\_  
NUMBER OF YRS. ATTENDED: \_\_\_\_\_ MAJOR: \_\_\_\_\_ DIPLOMA OR DEGREE RECEIVED: \_\_\_\_\_

**TRAINING COURSES:** LIST ANY RELEVANT ACADEMIC HONORS, AWARDS, SCHOLARSHIPS, PROFESSIONAL ORGANIZATIONS, VOLUNTEER ACTIVITIES, CERTIFICATES, PUBLICATIONS, LICENSES, OR ANY OTHER INFORMATION SIGNIFICANT AND RELEVANT TO EMPLOYMENT.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

PLEASE PRINT

YOUR NAME

FIRST MIDDLE INITIAL LAST

FOR MANAGEMENT ONLY:				
AFE	DATE	LOR-	LOR-	LOR-
REC'D BY:	I/O/W:	REC'D:	EM/SM:	MAILED BY:
				DATE SENT:

THREE MOST RECENT JOBS:

COMPANY: \_\_\_\_\_ PHONE: \_\_\_\_\_ DATES WORKED: FROM \_\_\_\_\_ TO \_\_\_\_\_

ADDRESS, CITY, STATE, ZIP: \_\_\_\_\_

JOB DUTIES/RESPONSIBILITIES: \_\_\_\_\_

PAY: START \$ \_\_\_\_\_ END \$ \_\_\_\_\_ SUPERVISOR: \_\_\_\_\_ REASON FOR LEAVING: \_\_\_\_\_

COMPANY: \_\_\_\_\_ PHONE: \_\_\_\_\_ DATES WORKED: FROM \_\_\_\_\_ TO \_\_\_\_\_

ADDRESS, CITY, STATE, ZIP: \_\_\_\_\_

JOB DUTIES/RESPONSIBILITIES: \_\_\_\_\_

PAY: START \$ \_\_\_\_\_ END \$ \_\_\_\_\_ SUPERVISOR: \_\_\_\_\_ REASON FOR LEAVING: \_\_\_\_\_

COMPANY: \_\_\_\_\_ PHONE: \_\_\_\_\_ DATES WORKED: FROM \_\_\_\_\_ TO \_\_\_\_\_

ADDRESS, CITY, STATE, ZIP: \_\_\_\_\_

JOB DUTIES/RESPONSIBILITIES: \_\_\_\_\_

PAY: START \$ \_\_\_\_\_ END \$ \_\_\_\_\_ SUPERVISOR: \_\_\_\_\_ REASON FOR LEAVING: \_\_\_\_\_

BUSINESS REFERENCES:

NAME: \_\_\_\_\_ BUSINESS RELATIONSHIP: \_\_\_\_\_ PHONE: \_\_\_\_\_

NAME: \_\_\_\_\_ BUSINESS RELATIONSHIP: \_\_\_\_\_ PHONE: \_\_\_\_\_

NAME: \_\_\_\_\_ BUSINESS RELATIONSHIP: \_\_\_\_\_ PHONE: \_\_\_\_\_

MILITARY SERVICE:

BRANCH OF SERVICE: \_\_\_\_\_ DATE ENTERED: \_\_\_\_\_ DATE DISCHARGED: \_\_\_\_\_ NATURE OF DUTIES, SPECIAL SKILLS, TRAINING: \_\_\_\_\_

HAVE YOU EVER BEEN CONVICTED OF A FELONY? YES NO If yes, explain 1) nature of crime, 2) date of conviction, and 3) the state in which convicted. (A "YES" answer does not automatically disqualify you from employment, since the nature of offense, date, and the job for which you are applying will also be considered.) \_\_\_\_\_

DO YOU HAVE THE ABILITY, WITH OR WITHOUT ACCOMODATION, TO PERFORM THE ESSENTIAL JOB FUNCTIONS? \_\_\_NO \_\_\_YES

AFFIDAVIT: I certify that all information contained in this application is true to the best of my knowledge and belief. I understand that misrepresentation or omissions of any kind may result in denial of employment or be cause for subsequent dismissal if I am selected/ hired. I authorize Duff Company to investigate my responses on this application and contact any or all of my former employers or any individuals familiar with me or my employment background for the purpose of verifying any information I have provided and/or for the purpose of obtaining any information, whether favorable or unfavorable, about me or my employment. I voluntarily and knowingly fully release and hold harmless any person or organization that provides information pertaining to my employment or me. Regardless of whether or not I become selected/ hired by this company, I recognize that this application is not and should not be considered a contract of employment for any definite period of time. If employed, I understand that I have been hired "at-will" of the employer and my employment may be terminated at any time, with or without cause and with or without notice.

DATE: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

Upon completion, give this application to the receptionist at Duff Company or email it to info@duffco.com. Thank you.

Duff Company is an Equal Opportunity Employer. We adhere to a policy of making employment decisions without regards to race, color, religion, sex, age, disability or any other protected categories. It is our intention that all qualified applicants are given equal opportunity and that selection decisions be based on job related factors.

YOUR APPLICATION WILL BE CONSIDERED ACTIVE FOR 90 DAYS. AFTER THAT, YOU MUST RE-APPLY.

Day: Date: Time:

FOR MANAGEMENT ONLY:

STRT: \_\_\_\_\_ TIME: \_\_\_\_\_ DEPT: \_\_\_\_\_

RATE: \_\_\_\_\_ 90 DAY: \_\_\_\_\_ S/N: \_\_\_\_\_

H/S: \_\_\_\_\_