OraLabs®

Title:	**Employment Application**
Procedure Number:	**HR-9202-2, Attachment B**

APPLICANT INFORMATION

First Name:	Middle:	Last:

Street Address:	City:	Zip:

Phone:

Position Applied for:

Shift **1** ☐ (6am to 2:30pm)   **2** ☐ (2pm to 10:30 pm)   **3** ☐ (10:00pm to 6:30am)

Are you a citizen of the United States?   ☐ Yes ☐ No   ☐ Male   ☐ Female

If no, are you authorized to work in the U.S.?   ☐ Yes ☐ No

Have you worked for this company? ☐ Yes ☐ No | If so, when?

Have you ever been convicted of any crime? ☐ Yes ☐ No

If yes, explain:

Can you speak English? ☐ Yes ☐ No   Do you understand English? ☐ Yes ☐ No

Can you read and write English? ☐ Yes ☐ No   Are you 18 years old or older? ☐ Yes ☐ No

EDUCATION

High School:	City/State:
From: To:	Did you graduate? ☐ Yes ☐ No
College:	City/State:
From: To:	Did you graduate? ☐ Yes ☐ No Degree:_____
Other:	City/State:
From: To:	Did you graduate? ☐ Yes ☐ No Degree: _____

Military Service

Branch:	From: To:
Rank at Discharge:	Type of Discharge:

Previous Employment

Company:	Address:	
From: To:	Job Title:	Salary:
Reason for leaving:		
Company:	Address:	
From: To:	Job Title:	Salary:
Reason for leaving:		
Company:	Address:	
From: To:	Job Title:	Salary:
Reason for leaving:		

PLEASE COMPLETE AND SIGN ON REVERSE SIDE

Professional References

Name:	Relationship:
Company:	Phone:
Name:	Relationship:
Company:	Phone:
Name:	Relationship:
Company:	Phone:

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

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature: _____ **Date:** _____

For Human Resources Use Only

Start Date:	Start Rate:
W-2 ☐ I-9 ☐ JOB DESCRIPTION ☐ JOB INFORMATION FORM ☐ HAND PUNCH ☐	
SECURITY FORM ☐ BADGE ☐ HR ORIENTATION ☐ SAFETY ORIENTATION ☐	
DIRECT DEPOSIT ☐ YES ☐ NO	
DATE ENTERED:	
INITIALS:	