

# APPLICATION FOR EMPLOYMENT

## QUALIFICATIONS AND JOB SKILLS

PLEASE READ THIS APPLICATION THOROUGHLY AND COMPLETE IT TRUTHFULLY. PRATT ASSOCIATES INC. PERFORMS CRIMINAL HISTORY CHECKS ON ALL APPLICANTS. ALL PERSONS OFFERED EMPLOYMENT WILL BE REQUIRED TO PROVIDE THEIR DATE OF BIRTH AND SOCIAL SECURITY NUMBER AT THE TIME OF THEIR CONDITIONAL OFFER.

ALL PERSONS OFFERED EMPLOYMENT WILL BE REQUIRED TO FURNISH PROOF OF IDENTITY AND LEGAL WORK AUTHORIZATION UPON COMMENCEMENT OF EMPLOYMENT.

### Title of Position Applying For:

Full-time       Part-time       Temporary  
(check one)

### PERSONAL DATA

Applicant's Full Name: \_\_\_\_\_

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

Email address: \_\_\_\_\_

Home Telephone No: \_\_\_\_\_

Cellphone Number: \_\_\_\_\_

May we call you at work? \_\_\_\_\_ at home? \_\_\_\_\_

When is the best time  
to call you? \_\_\_\_\_

### BACKGROUND DATA

Have you ever been convicted of a crime, had a criminal charge filed, or pled *nolo contendre* to a crime? Yes / No

If yes, please describe the charge and the related circumstances, with regard to each conviction (Please use additional sheets if you need more space to answer).

Have you ever been arrested for any crime that has not yet been adjudicated?

Yes

No

If yes, please describe the charge and the related circumstances, with regard to each arrest (Please use additional sheets if you need more space to answer).

Please note that criminal conviction and arrest history are not necessarily a bar to employment. Several factors are taken into account in determining an applicant's suitability for employment.

Do you have a currently valid state driver's license? Y / N

Driver's License No. \_\_\_\_\_

State of Issuance: \_\_\_\_\_

Have you ever applied for employment or been employed by Pratt Associates INC or any of its affiliated companies before? Y / N

If yes, please describe positions held, the dates of employment and reasons for leaving.

U.S. Military Service - list branch, dates of service, rank attained and nature of discharge.

Please note that dishonorable discharge from the U.S. Armed Forces will not necessarily be a bar to employment. Several factors are taken into account in determining an applicant's suitability for employment.

If employed by Pratt Associates Inc., will you continue to receive compensation from any other employer or business for services you will continue to perform on behalf of that employer or business? Y / N

Please describe any special skills, training, experience or credentials you feel add to your qualifications for the position sought with us (Please use additional sheets if you need more space to answer):

### REFERENCES

Identify three (3) **work-related** references and provide complete contact information as requested below. No family references please.

#### Reference No. 1

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

Position/Company: \_\_\_\_\_

Telephone/Email: \_\_\_\_\_

#### Reference No. 2

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

Position/Company: \_\_\_\_\_

Telephone/Email: \_\_\_\_\_

#### Reference No. 3

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

Position/Company: \_\_\_\_\_

Telephone/Email: \_\_\_\_\_

**PAST EMPLOYMENT EXPERIENCE**

Beginning with your most recent job (with your current employer), list any and all prior work experience that you have had during the past 7 years. Please use additional pages as necessary. [DEALER] reserves the right to contact any employer or person identified in this list for information or employment verification purposes.

**Please note that failure to provide complete information may result in your disqualification from consideration for employment.**

**Most Recent/Current Employer**

Dates of Employment (Month/Year)	Name of Company and Your Supervisor	Company Address / Telephone Number / Email Address
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Job Title	Describe Duties	Reason for Leaving (if quit or terminated, please explain)
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Job Title	Describe Duties	Reason for Leaving (if quit or terminated, please explain)
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**Employer No. 2**

Dates of Employment (Month/Year)	Name of Company and Your Supervisor	Company Address / Telephone Number / Email Address
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Job Title	Describe Duties	Reason for Leaving (if quit or terminated, please explain)
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**Employer No. 3**

Dates of Employment (Month/Year)	Name of Company and Your Supervisor	Company Address / Telephone Number / Email Address
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Job Title	Describe Duties	Reason for Leaving (if quit or terminated, please explain)
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**Employer No. 4**

Dates of Employment (Month/Year)	Name of Company and Your Supervisor	Company Address / Telephone Number / Email Address
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Job Title	Describe Duties	Reason for Leaving (if quit or terminated, please explain)
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**Employer No. 5**

Dates of Employment (Month/Year)	Name of Company and Your Supervisor	Company Address / Telephone Number / Email Address
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Job Title	Describe Duties	Reason for Leaving (if quit or terminated, please explain)
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**I UNDERSTAND THAT ALL STATEMENTS MADE BY ME ON THIS APPLICATION ARE SUBJECT TO VERIFICATION BY [DEALER]. I AUTHORIZE [DEALER] TO CONTACT ANY AND ALL OF THE PERSONS AND COMPANIES IDENTIFIED HEREIN TO COLLECT INFORMATION ABOUT MY SUITABILITY FOR EMPLOYMENT.**

**I UNDERSTAND THAT THIS APPLICATION WILL ONLY BE CONSIDERED "ACTIVE" FOR 45 DAYS FROM [DEALER'S] DATE OF RECEIPT. IF I HAVE NOT OBTAINED A JOB WITH THE DEALER WITHIN 45 DAYS BUT REMAIN INTERESTED IN EMPLOYMENT, I UNDERSTAND THAT I MUST COMPLETE A NEW APPLICATION OR NOTIFY THE DEALER IN WRITING TO REMAIN ELIGIBLE FOR CONSIDERATION.**

**I UNDERSTAND THAT ANY MISSTATEMENTS OR OMISSIONS IN THIS APPLICATION WILL RESULT IN A DECISION NOT TO HIRE ME OR A DECISION TO TERMINATE ME IF I HAVE ALREADY BEEN HIRED.**

**I UNDERSTAND THAT IF I AM HIRED, MY EMPLOYMENT IS AT WILL AND CAN BE TERMINATED, AT ANY TIME, EITHER WITH OR WITHOUT PRIOR NOTICE, AND BY EITHER ME OR THE DEALER.**

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

Applicant's Signature

