

CODDINGTON

ENTERPRISE

Application for Employment

We consider applicants for all positions without regard to race, religion, gender, age, marital or veteran status, the presence of a non-job-related mental or physical disability, or any other legally protected status.

(Please Print)

Position(s) Applied For:		Date of Application:	
How did you hear about us?			
<input type="checkbox"/> Newspaper	<input type="checkbox"/> Friend	<input type="checkbox"/> Internet Source	
<input type="checkbox"/> Employment Agency	<input type="checkbox"/> Relative	<input type="checkbox"/> Other _____	
Last Name	First Name	Middle Name	
Address	City	State	Zip
Primary Telephone Number(s)		Email Address	
SSN:	DOB:		

If you are 18 years of age, can you provide required proof of eligibility to work? Yes No

Have you ever filed an application with us before? Yes No
If yes, give date _____

Have you ever been employed with us before? Yes No
If yes, give date _____

Are you currently employed? Yes No

May we contact your last employer? Yes No

Desired salary: \$ _____

Are you prevented from lawfully becoming employed because of Visa or immigration status? Yes No

Proof of citizenship or immigration status will be required upon employment.

On what date would you be available for work? _____

Are you currently available to work: Full Time Part time Seasonal

Are you currently on "lay off" status and subject to recall? Yes No

Have you been convicted of a felony within the last seven (7) years? Yes No
Conviction will not necessarily disqualify an applicant from employment.

If yes, please explain:

Education

	High School	College	Graduate/Professional
Years Completed:	9 10 11 12	1 2 3 4	1 2 3 4
School Name Location Phone Number			
Course of Study			
Please list any specialized training received, extra curricular activities, honors, or any other information you feel may be helpful to us in considering your application: _____ _____ _____ _____			

**Education beyond the requirements in the job description or not related to the job for which you are applying need not be listed.*

Do you speak, read, and write English well? [] Yes [] No
Please indicate any other languages you speak, read, and/or write: _____ _____ _____

Employment Experience

1.	Employer:	Dates Employed		Work Performed _____ _____ _____
		From	To	
	Address:			
	Telephone: () -	Hourly Rate/ Salary		
	Reason for leaving:			
2.	Employer:	Dates Employed		Work Performed _____ _____ _____
		From	To	
	Address:			
	Telephone: () -	Hourly Rate/ Salary		
	Reason for leaving:			

Special Skills and Qualifications

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

References

Give name, address, and telephone number of two (2) business references who are not related to you.

	Name	Address	Telephone
1.		_____ _____ _____	
2.		_____ _____ _____	

Applicant's Statement

I hereby certify that any answers given herein are all true and complete to the best of my knowledge.

I authorize the investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. I understand and acknowledge that the policy of Coddington Enterprise is such that the existence of a criminal conviction will not necessarily disqualify my application for employment.

I understand that if offered employment, the offer may be contingent on passing a pre-employment alcohol and drug screen and a pre-employment physical and I voluntarily agree to submit to these procedures. I also understand that I will be required to submit proof of my identity and legal right to work in the United States on my first day of employment, should I be hired.

If the position applied for requires driving in the course of work, I understand that I will be required to possess a current and valid Tennessee driver's license and I understand that I will be required to provide a copy of my official driving record and proof of insurance.

In the event of employment, I understand that the 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 Coddington Enterprise.

Signature of Applicant: _____ Date: _____

↓ For Coddington Enterprise's Use Only ↓

Notes: _____
