

APPLICATION FOR EMPLOYMENT

Direct Fulfillment, LLC

Direct Fulfillment, LLC does not discriminate on the basis of religion, race, color, creed, national origin, sex, marital status, sexual orientation, public assistance status, Human Rights Commission status, family status, disability, pregnancy, age, and veteran's status in compliance with federal, state, and local laws governing discrimination in employment.

Direct Fulfillment, LLC, upon request, will provide reasonable accommodations for applicants and employees on the basis of religion and disability.

AN EQUAL OPPORTUNITY EMPLOYER COMMITTED TO AN ALCOHOL AND DRUG FREE ENVIRONMENT

PLEASE PRINT CLEARLY: ALL AREAS MUST BE FILLED OUT COMPLETELY

§ Name _____ Date _____
Last First M. (This application will remain on active
file for 1 year from the above date.)
Address _____
Number Street City State Zip
Home Phone (_____) _____ Other Phone (_____) _____

§ Social Security Number ____ - ____ - _____

§ Referral Source: ____Advertisement ____Friend (_____) ____Walk-in ____Employment Agency
name (optional)

§ Are you over the age of 18? ____Yes ____No (16 years minimum for employment)

§ Have you ever been employed before by Direct Fulfillment, LLC? ____Yes ____No

§ If hired, can you provide proof that you are eligible to work in the United States? (Proof of identity and employment eligibility will be required upon employment.) ____Yes ____No

§ Position applying for _____ Date available _____
(Must be filled out with a position.)

§ What schedule are you looking for? **EXTRA HOURS & WEEKEND WORK MAY BE REQUIRED IN MOST POSITIONS**

____Full-time

____Part-time. What hours are you available to work?

• What rate of pay will you consider? \$ _____

Employment History

Provide the following information of your past and current employers, assignments, or volunteer activities during the past 5 years, starting with the most recent (use additional sheets if necessary.)

EMPLOYER	TELEPHONE ()	
ADDRESS	DATES EMPLOYED FROM TO	SUMMARIZE THE TYPE OF WORK PERFORMED AND JOB SPECIFICATIONS
SUPERVISOR AND TITLE	FINAL HOURLY RATE/SALARY \$	
REASON FOR LEAVING		
MAY WE CONTACT FOR REFERENCES? <input type="checkbox"/> YES <input type="checkbox"/> NO: REASON: _____		

EMPLOYER	TELEPHONE ()	
ADDRESS	DATES EMPLOYED FROM TO	SUMMARIZE THE TYPE OF WORK PERFORMED AND JOB SPECIFICATIONS
SUPERVISOR AND TITLE	FINAL HOURLY RATE/SALARY \$	
REASON FOR LEAVING		
MAY WE CONTACT FOR REFERENCES? <input type="checkbox"/> YES <input type="checkbox"/> NO: REASON: _____		

EMPLOYER	TELEPHONE ()	
ADDRESS	DATES EMPLOYED FROM TO	SUMMARIZE THE TYPE OF WORK PERFORMED AND JOB SPECIFICATIONS
SUPERVISOR AND TITLE	FINAL HOURLY RATE/SALARY \$	
REASON FOR LEAVING		
MAY WE CONTACT FOR REFERENCES? <input type="checkbox"/> YES <input type="checkbox"/> NO: REASON: _____		

1) Have any previous employers ever disciplined you for absenteeism or tardiness?
 Yes No If yes, explain _____

2) Have you ever been discharged or asked to resign by any of your previous employers?
 Yes No If yes, explain _____

Educational Background (If Job-Related)

List the last three (3) schools attended, starting with most recent. B. List number of years completed. C. Indicate degree or diploma earned, if any. D. Course of study. E. Did you graduate?

*The Age Discrimination in Employment Act of 1967 prohibits discrimination on the basis of age with respect to individuals who are at least 40 or older.

A. SCHOOL	B. YEARS COMPLETED	C. DEGREE/DIPLOMA	D. COURSE OF STUDY	E. DID YOU GRADUATE
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General Information

Skills, Qualifications, and additional info...

List any other training, work experience/skills, awards, hobbies, volunteer work, certificates, etc. not covered above that YOU feel are job related and YOU feel may be helpful to us in considering your application. (Omit references to organizations/activities that have racial, religious or sex identification).

References

List three personal references who are not related to you, are not previous employers, and have known you for at least 5 years.

NAME	OCCUPATION	TELEPHONE	YEARS KNOWN
		()	
		()	
		()	

"In completing this application, I understand that it is very important that I be completely truthful and that Direct Fulfillment, LLC is relying on my truthfulness. I agree that if it should be discovered that the information I am providing is inaccurate, misleading, or incomplete in any respect, I will be disqualified for employment or, if I have already been hired, my employment may be terminated immediately. I also grant permission to verify the information included on this application. I agree to submit to a physical examination, drug and alcohol testing by an examiner designated by Direct Fulfillment, LLC and consent to the examiner furnishing the results of such examination Direct Fulfillment, LLC

I understand and agree that if Direct Fulfillment, LLC should employ me; I will have the right to terminate my employment at any time for no reason. I further agree that Direct Fulfillment, LLC shall have the same right at any time for any reason or no reason to terminate my employment. If employed, I will abide by the existing rules of Direct Fulfillment, LLC and such rules and regulations as may become effective while I am an employee. I also agree and understand that if employed, my employment is for no definite period of time and may, regardless of the date of payment of my wages and salary, be terminated at any time without prior notice."

"I certify that to the best of my knowledge and belief, the facts made by me in this application are correct and true without consequential omissions of any kind whatsoever."

Applicant's Signature

Date

The Civil Rights Act of 1964 prohibits discrimination in employment because of race, color, religion, sex or national origin. Some states prohibit discrimination because of age. If this state prohibits the request of any information on this form, the item may be omitted.

DO NOT WRITE BELOW THIS LINE

Interviewed by _____

Date _____

Position _____

Comments _____
