

# EMPLOYMENT APPLICATION



THE NELROD COMPANY IS AN  
EQUAL OPPORTUNITY EMPLOYER

**The Nelrod Company**  
**3109 Lubbock Avenue**  
**Fort Worth, TX 76109**

©2010 The Nelrod Company, Fort Worth, TX 76109

Last

First

MI

Date of Application

## **INSTRUCTIONS FOR COMPLETING APPLICATION**

1. Please include correct names, addresses and information asked for in this application.
2. Application must be typed or clearly printed in black or dark blue ink. The application must be signed and dated in ink. Any application that contains information which is illegible will be disqualified.
3. A résumé may be attached to the application, but will not take the place of the employment application. The résumé will be considered as an addendum to the application. However, all questions in the application must be answered fully and without reference to the résumé.
4. After a formal employment offer has been made by The Nelrod Company, you will need to supply documentation establishing your employment identity and eligibility within three business days in accordance with U.S. Citizenship and Immigration Services (USCIS) requirements. Lists of acceptable documents may be found on page 4 of federal form I-9 located at the USCIS website.
5. Application, addendums, attachments, and any supplements to the application will not be returned to the applicant. Applications will remain current for 60 days.
6. All parties interested in requesting an application or further information should contact The Nelrod Company at the address below or call (817) 922-9000.

Please send application, résumé (if desired), and/or other attachments, to the following address:

The Nelrod Company  
Attn: Priscilla Higgins  
Human Resources Manager  
3109 Lubbock Avenue  
Fort Worth, TX 76109  
Fax: (817) 922-9100

*Note: The Nelrod Company and its agents reserve the right to request additional information from selected applicants when deemed to be in the best interest of the Company.*

## APPLICATION FOR EMPLOYMENT

DATE: \_\_\_\_\_ POSITION: \_\_\_\_\_ DATE AVAILABLE: \_\_\_\_\_

NAME: \_\_\_\_\_ S.S. # \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Last First M.I.

PRESENT ADDRESS: \_\_\_\_\_  
Street City State Zip

Time at above Address: \_\_\_\_\_ / \_\_\_\_\_ (Years/Months)

Current Telephone Number: \_\_\_\_\_ Alternate/Cell Phone Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_ FAX Number: \_\_\_\_\_

Type of employment desired:  Full-time  Part-Time  Temporary

Previous Address: List chronologically all your residences for the past 10 years. Include addresses while attending school or away from home.

Date: From/To		Street Address		City		State	
Date: From/To		Street Address		City		State	
Date: From/To		Street Address		City		State	
Date: From/To		Street Address		City		State	

Yes  No Are you legally authorized to work in the U.S.? (You will be required upon employment to submit verification of your legal right to work in the United States.)

Yes  No Are you 18 years old or older? If no, can you provide a work permit if necessary? \_\_\_\_\_

Yes  No Have you been convicted of a crime? If yes, please explain: \_\_\_\_\_

(Conviction will not necessarily disqualify an applicant from employment.)

Yes  No Have you worked for The Nelrod Company before? If yes, give dates: \_\_\_\_\_

Yes  No Can you work weekends, evenings, shifts?

Yes  No Do you smoke? (Texas applicants only)

Yes  No Can you travel, if required?

Current Driver's License Number: \_\_\_\_\_ State of Issue: \_\_\_\_\_

Expiration Date: \_\_\_\_\_  Non-Commercial  Commercial Endorsement: \_\_\_\_\_

Yes  No Has your privilege to operate a motor vehicle ever been suspended or revoked, or have you ever been convicted of driving under the influence (D.U.I.)? If yes, explain fully below (give dates and incidences):

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

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

<b>WORK HISTORY</b>		
Employer:	Dates Employed	
Telephone: (        )	FROM	TO
Address:		
Job Title:	Beginning Hourly Rate/Salary	
Supervisor and Title:	\$	Per
Reason for Leaving:	Ending Hourly Rate/Salary	
May we contact for reference? <input type="checkbox"/> Yes <input type="checkbox"/> No	\$	Per
Responsibilities:		

Employer:	Dates Employed	
Telephone: (        )	FROM	TO
Address:		
Job Title:	Beginning Hourly Rate/Salary	
Supervisor and Title:	\$	Per
Reason for Leaving:	Ending Hourly Rate/Salary	
May we contact for reference? <input type="checkbox"/> Yes <input type="checkbox"/> No	\$	Per
Responsibilities:		

Employer:	Dates Employed	
Telephone: (        )	FROM	TO
Address:		
Job Title:	Beginning Hourly Rate/Salary	
Supervisor and Title:	\$	Per
Reason for Leaving:	Ending Hourly Rate/Salary	
May we contact for reference? <input type="checkbox"/> Yes <input type="checkbox"/> No	\$	Per
Responsibilities:		

**Comments:**(Include explanation of any gaps in employment) \_\_\_\_\_

Have you ever been dismissed or asked to resign from any employment or position you have held?  Yes  No

\_\_\_\_\_  
Employer's Name Date

If yes, give reason: \_\_\_\_\_

**EDUCATIONAL BACKGROUND**

A. List last three (3) schools attended, starting with most recent. B. List number of years completed. C. Indicate degree or diploma earned, if any. D. Grade Point Average or Class Rank E. Major field of study. F. Minor field of study (if applicable).					
A. School/Location	B. Years Completed	C. High School Diploma/GED Certificate/Degree	D. GPA	E. Major	F. Minor

**PROFESSIONAL REFERENCES**

List name and telephone of three business/work references that are not related to you and are not previous supervisors. If not applicable, list three school or personal references that are not related to you.		
Name and work/school relationship	Telephone	Years Known
	(     )	
	(     )	
	(     )	

**ADDITIONAL INFORMATION**

List professional, trade, business, or civic associations and any offices held. Exclude memberships that would reveal Sex, Race, Religion, National Origin, Age, Color, Disability, or any similarly protected status.	
Organization	Office Held

**SKILLS AND EXPERIENCE: (Check any that apply to you.)**

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> PC (Windows Environment) | <input type="checkbox"/> Bookkeeping/Accounting        | <input type="checkbox"/> Shorthand/Speedwriting      |
| <input type="checkbox"/> Customer Service         | <input type="checkbox"/> Adding Machine/Calculator     | <input type="checkbox"/> Legal Transcription         |
| <input type="checkbox"/> Typing (wpm_____)        | <input type="checkbox"/> Data Entry/10-key             | <input type="checkbox"/> Business Telephone/Intercom |
| <input type="checkbox"/> MS Office Applications   | <input type="checkbox"/> Office Equipment (copier/fax) | <input type="checkbox"/> Other _____                 |

**List software/application proficiencies:** \_\_\_\_\_

\_\_\_\_\_

**List work-related licensing or certifications:** \_\_\_\_\_

\_\_\_\_\_

**List any additional information you would like us to consider (You may attach additional sheet.)**

\_\_\_\_\_

\_\_\_\_\_

## **DISCLOSURES, DISCLOSURE AUTHORIZATION, AND RELEASE**

I UNDERSTAND THAT:

If I am employed, any misrepresentation or material omission made by me on this application will be sufficient cause for cancellation of this application or immediate discharge from The Nelrod Company, whenever it is discovered.

The Nelrod Company does not discriminate in employment and no question on this application is used for the purpose of limiting or excluding any application from consideration for employment on a basis prohibited by local, state, or federal law. The Nelrod Company does not discriminate on the basis of sex, race, religion, color, national origin, age, disability, veteran status, or any other protected class or status.

If employed, I may resign at any time, with or without notice or cause and the employer reserves the right to terminate or modify the relationship at any time with or without notice or cause, except as may be required by law or as negotiated by employee contract. I agree to conform to the rules and regulations of The Nelrod Company and I understand that this application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that no representative of the employer, other than the President of the Company, has the authority to make any written or verbal commitment of employment with the Company. I further understand that any such assurances must be in writing and signed by the President/CEO.

As a condition of employment or my continued employment, I will be required to provide proof of identity, and may be requested to submit to a urinalysis, drug screen, and/or other tests and that my failure to take such test(s) when requested to do so or unsatisfactory test results will disqualify me from consideration for employment, or if I am then employed, may result in my immediate dismissal. I further understand that any employment offer and/or my continued employment may be conditionally based upon satisfactory completion of background checks and police reports, and any information required to complete the employment process.

Although management attempts to accommodate individual circumstances, including religious observance requirements, business needs may at times make the following conditions required: overtime, rotating work schedule, or work schedule that includes Saturday and Sunday.

I give The Nelrod Company and/or its authorized representatives the right to contact and obtain information from all references, employers, educational institutions, and to otherwise verify the accuracy of the information contained in this application. In exchange for consideration of my employment application, I release The Nelrod Company and its representatives and any organization or individual it may contact from any and all damages, liabilities, or claims that may exist or arise relating in any way to the release or receipt of information as provided herein. Further, I will not file or pursue any complaints, claims, or legal actions of any kind against any organization or individual that provides work-related information about me to the Company or any of its employees, representatives, or agents arising out of their efforts to obtain work-related information about me.

I represent and warrant that I have read and fully understand the foregoing and seek employment under these conditions. I certify that the facts I have provided in this employment application are true and complete.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Typed or Printed Full Name: \_\_\_\_\_