

Employment Application

The **Nelrod** Company[®]

The Nelrod Company Is An
Equal Opportunity Employer

The Nelrod Company

3301 West Fwy.
Fort Worth, TX 76107

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 sixty (60) days.
6. All parties interested in requesting an application or further information should contact Mellany D. Brown, Human Resource Manager at the address below or call (817) 922-9000 ext. 105.

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

The Nelrod Company
Attn: Human Resources Manager
3301 West Fwy.
Fort Worth, TX 76107

Fax: (817) 922-9100
Email: Mellany@nelrod.com

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

We Are an Equal Opportunity Employer

DATE: _____ POSITION: _____ DATE AVAILABLE: _____

NAME: _____
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

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): _____

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WORK HISTORY		
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, City and State _____

Date _____

If Yes, give reason: _____

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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	Telephone	Years Known
	()	
	()	
	()	

Additional Information

List professional, trade, business, or civic associations and any offices held. Exclude memberships that would reveal Sex, Sexual Orientation, 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"/> Bookkeeping/Accounting | <input type="checkbox"/> Microsoft PowerPoint | <input type="checkbox"/> Business Multi-line Telephone |
| <input type="checkbox"/> Microsoft Word | <input type="checkbox"/> Microsoft Outlook | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Microsoft Excel | <input type="checkbox"/> Microsoft Publisher | <input type="checkbox"/> Other _____ |

List other work-related licensing or certifications: _____

List any additional information you would like us to consider:

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Disclosures, Disclosure Authorization, and Release

I Understand and Agree 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, sexual preference, 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/CEO 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. The Nelrod Company may obtain a self-check report through Employment Verification (E-Verify) on-line program and a consumer report that includes, but is not limited to, my creditworthiness or similar characteristics, employment and education verifications, social security verification, criminal and civil history, personal interviews, DMV records, any other public records and any other information bearing on my credit standing, credit capacity, character, general reputation, personal characteristics and trustworthiness.

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 understand that, pursuant to the Federal Fair Credit Reporting Act, The Nelrod Company will provide me with a copy of any such report of the information contained in such report is, in any way, to be used in making a decision regarding my fitness for employment with The Nelrod Company. I further understand that such report will be made available to me prior to any such decision being made, along with the name and address of the reporting Agency that produced the report.

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: _____

A copy of your current driver's license and Social Security Card may be required further into the hiring process.

NELROD OFFICIAL USE:	
_____	_____
Authorized Signature	Date