

ENGLEWOOD LOCK & SAFE, INC. APPLICATION FOR EMPLOYMENT

We consider applicants for all positions without regard to race, color, religion, gender, national origin, age, marital or veteran status, medical condition or disability, or any other legally protected status.

(PLEASE PRINT)

Position(s) Applied For:	Date of Application:	
How Did You Learn About Us? Check all that apply.		
<input type="checkbox"/> Advertisement	<input type="checkbox"/> Friend	<input type="checkbox"/> Walk-In
<input type="checkbox"/> Employment Agency	<input type="checkbox"/> Relative	<input type="checkbox"/> Other _____

Last Name:	First Name:	Middle Name:
Address:		
<i>Number</i>	Street	City
		State
		Zip Code
Telephone Number(s) where you may be reached:		

On what date would you be available for work?	Date:
Are you available to work -- Check all that apply:	<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Shift Work <input type="checkbox"/> Temporary
List any reasons known to you why you might be unable to perform consistently and promptly any of the duties of the job.	

	YES	NO
Are you currently employed?		
May we contact your present employer?		
Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status? <i>Proof of citizenship or immigration status will be required upon employment.</i>		
Are you currently on "lay-off" status and subject to recall?		
Can you travel if a job requires it?		
What was your prior attendance record? _____ Were you punctual?		
Have you ever been disciplined or fired? If "yes", please explain. <i>Explanation:</i>		
Have you been convicted of a job-related crime in the past seven years? If "yes", please explain. <i>Conviction will not necessarily bar employment.</i> <i>Explanation:</i>		

EMPLOYMENT EXPERIENCE

Start with your present or last job. Include any job related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, disability or other protected status.

Employer		Dates Employed		Work Performed
		From	To	
Address				
Telephone Number(s)		Hourly Rate/Salary		
		Starting	Final	
Job Title	Supervisor			
Reason for Leaving				

Employer		Dates Employed		Work Performed
		From	To	
Address				
Telephone Number(s)		Hourly Rate/Salary		
		Starting	Final	
Job Title	Supervisor			
Reason for Leaving				

Employer		Dates Employed		Work Performed
		From	To	
Address				
Telephone Number(s)		Hourly Rate/Salary		
		Starting	Final	
Job Title	Supervisor			
Reason for Leaving				

Describe any specialized training, apprenticeship, job-related skills and extracurricular activities:

Describe any honors you have received:

State any additional information you feel may be helpful to us in considering your application:

List professional, trade, business or civic activities and offices held:

You may exclude memberships which would reveal gender, race, religion, national origin, age, ancestry, or disability or other protected status.

PERSONAL REFERENCES

Give name, address and telephone number of three references who are not related to you and are not previous employers.

1. _____

2. _____

3. _____

EDUCATION

	Elementary School					High School				Undergrad. College/Univ.				Graduate/ Professional			
School Name and Location																	
Circle Years Completed	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8
Diploma/ Degree																	
Describe Course of Study																	

APPLICANT'S STATEMENT

I certify that answers given above are true and complete to the best of my knowledge. I understand that it my application, oral interview, resume, or related papers contain any material misrepresentations or omissions, the company may refuse to hire me.

I understand that ENGLEWOOD LOCK & SAFE, INC. may make a thorough investigation of and may verify my entire work and personal history data given by me. I authorize such investigation and the giving and receiving of any information the company requested. I release from liability any person giving or receiving any such information. I understand that if an investigation any time in the future discovers my application, oral interview, resume, or related papers contain any material misrepresentations or omissions, may be discharged immediately without severance pay.

I further understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with ENGLEWOOD LOCK & SAFE, INC. is of an "at will" nature, which means that I may resign at any time and ENGLEWOOD LOCK & SAFE, INC. may discharge me at any time with or without cause. I further understand that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of ENGLEWOOD LOCK & SAFE, INC..

I also understand that I am required to abide by all rules and regulations of ENGLEWOOD LOCK & SAFE, INC..

Signature of Applicant

Date

Sexual Harassment Policy

ENGLEWOOD LOCK & SAFE, INC.'s longstanding policy is that unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when (1) submission to such conduct is made either explicitly or implicitly a term or condition of employment; (2) submission to or rejection of such conduct is used as a basis for employment decisions; or (3) such conduct has the purpose or effect of unreasonably interfering with work performance or creating an intimidating, hostile or offensive work environment, will not be tolerated. Employees violating this policy may be subject to disciplinary action up to and including discharge. All applicants suspecting or being subjected to sexual harassment are urged immediately to contact the company president. All complaints will be investigated thoroughly and there will be no reprisals for filing a complaint. Applicants may forfeit their rights to pursue legal remedies if they fail to use the company's internal complaint procedures.