



**EMPLOYMENT APPLICATION**

We consider applications for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation or any other legally recognized group.

(PLEASE PRINT)

Date of Application: \_\_\_\_\_

PERSONAL INFORMATION			
Last Name	First	Middle Initial	
Street	City	State/Zip Code	E-Mail Address
Position(s) Applied For	Referred By	Telephone Number	

GENERAL INFORMATION	YES	NO
After reviewing the pay plan, do you meet the minimum age requirement?		
Have you ever been employed with us before? If yes, date?		
Are you willing to commute? If yes, how far?		
Are you currently employed?		
Are you prevented from lawfully being employed in the country? (Proof of citizenship or immigration status will be required upon employment?)		
Are you currently on "layoff" status and subject to recall?		
Several of our positions require handling cash in a fast-paced environment, standing for extended periods of time, lifting at least 35 pounds, meeting and greeting the public. Do you foresee any problems which you might have dealing with these aspects of the position?		
Do you currently have a valid driver's license?		
Are you available to work: <b>FULL TIME</b> <b>PART TIME</b> <b>TEMPORARY</b> Circle all that apply		
Hrs. Monday _____ Hrs. Tuesday _____ Hrs. Wednesday _____ Hrs. Thursday _____		
Hrs. Friday _____ Hrs. Saturday _____ Hrs. Sunday _____		

Name & City/State	Years Attended	Did You Graduate?	Subjects Studied
Grammar School:			
High School:			
College:			
Graduate/Other:			
Describe any specialized training, apprenticeship skill, and extracurricular activities, including job-related training received in the US Military:			
How would you describe yourself? What personal qualities can you bring to the Energy North Group family of employees?			



SPECIALIZED SKILLS				
<input type="checkbox"/> Data Processing	<input type="checkbox"/> Calculator	<input type="checkbox"/> Spreadsheet	<input type="checkbox"/> Word Processing	
<input type="checkbox"/> Cash Register	<input type="checkbox"/> Fax	<input type="checkbox"/> Desktop Publishing	<input type="checkbox"/> Other:	

EMPLOYMENT HISTORY					
Date: Month/Year	Employer Name/Address	Phone #	Salary	Position	Reason For Leaving
From: To:					
From: To:					
From: To:					
From: To:					

REFERENCES (NOT RELATIVES)				
Name	Address	Phone #	Business	Years Known
Nearest Relative Not Living with You (Name/Phone #):				
In case of emergency, please notify (Name/Phone #):				

APPLICANT'S STATEMENT
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I certify that answers given in this application are true and complete to the best of my knowledge. I authorize investigation of all statements contained in this application for employment as necessary for an employment decision. This application for employment shall be considered active for 45 days. If I wish to be considered for employment beyond this period, I may inquire as to whether applications are being accepted. I hereby acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is on an "at will" basis, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. I also 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 Energy North Group, Inc.

In the case of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand that I am required to abide by all rules and regulations of the Employer.

Signature:	Date:
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