

**NOTICE TO APPLICANTS AND EMPLOYEES**

Screening tests for illegal drug use may be required before hiring and during your employment here.



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Application for Employment

TO APPLICANT: We deeply appreciate your interest in our organization. Thank you for taking the time to complete this application.

The Civil Rights Act of 1964 prohibits discrimination in employment because of race, color, religion, sex or national origin. Federal law also prohibits other types of discrimination such as age, citizenship, disability, veteran status, attainment of benefits, and participation in some union activities. The laws of most states and many localities also prohibit some or all of the above types of discrimination as well as some additional types including, but not limited to, discrimination based upon ancestry, martial status, parental status, sexual orientation, or source of income. The Fair Credit Reporting Act imposes restrictions with respect to credit data. **This list, however, is not exhaustive of the grounds on which discrimination is prohibited.**

**PERSONAL**  Date**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Last First Middle

 Social Security No.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Telephone No.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 No. Street City State Zip

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ e-mail\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Are you legally eligible for employment in the U.S.A.? Yes\_\_\_\_ No\_\_\_\_ If hired, you are required

 to submit proof of your eligibility to work in the U.S.A.

 Are you age eighteen or older? Yes\_\_\_\_ No\_\_\_\_

 Do you have reliable transportation to and from work? Yes\_\_\_\_\_ No\_\_\_\_\_

 Position(s) applied for\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Were you previously employed by us? Yes\_\_\_\_ No\_\_\_\_ If yes, when? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 If your application is considered favorably, on what date will you be available for work?\_\_\_\_\_\_\_

 Are there any other job related experiences, skills, or qualifications which will be of special benefit in the job for which you are applying?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

1. Have you ever been convicted of a felony? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

2) Within the past two years, have you been convicted of any misdemeanor, or are you presently charged (formally) with committing a criminal offense? (Do not include any traffic violations, juvenile offenses or military convictions, except by general court martial.) If the answer is yes, furnish detail or conviction, offense, location, date and sentence. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

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

1. In the past three years, have you ever knowingly used any narcotics, amphetamines, or barbiturates, other than those prescribed to you by a physician? If the answer is yes, furnish details. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

**EMPLOYMENT HISTORY**

List below present and past employment, beginning with your most recent

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **I** | Name and Address of Company and Type of Business | From | To | Weekly Starting Salary | Weekly Last Salary | Reason for Leaving | Name of Supervisor |
|  | Mo. | Yr. | Mo. | Yr. |
|  |   |   |   |   |   |   |   |   |   |
|  |   | Describe the work you did: |
|  |   |
|  | Telephone |
|  |  |  |  |  |  |  |  |  |  |
| **II** | Name and Address of Company and Type of Business | From | To | Weekly Starting Salary | Weekly Last Salary | Reason for Leaving | Name of Supervisor |
|  | Mo. | Yr. | Mo. | Yr. |
|  |   |   |   |   |   |   |   |   |   |
|  |   | Describe the work you did: |
|  |   |
|  | Telephone |
|  |  |  |  |  |  |  |  |  |  |
| **III** | Name and Address of Company and Type of Business | From | To | Weekly Starting Salary | Weekly Last Salary | Reason for Leaving | Name of Supervisor |
|  | Mo. | Yr. | Mo. | Yr. |
|  |   |   |   |   |   |   |   |   |   |
|  |   | Describe the work you did: |
|  |   |
|  | Telephone |
|  |  |  |  |  |  |  |  |  |  |
| **IV** | Name and Address of Company and Type of Business | From | To | Weekly Starting Salary | Weekly Last Salary | Reason for Leaving | Name of Supervisor |
|  | Mo. | Yr. | Mo. | Yr. |
|  |   |   |   |   |   |   |   |   |   |
|  |   | Describe the work you did: |
|  |   |
|  | Telephone |

I hereby give permission to contact the employers listed above concerning my prior work experience as indicated below.

Employer I? Yes\_\_\_\_ No\_\_\_\_

Employer II? Yes\_\_\_\_ No\_\_\_\_

Employer III? Yes\_\_\_\_ No\_\_\_\_

Employer IV? Yes\_\_\_\_ No\_\_\_\_

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**RECORD OF EDUCATION**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| School | Name and Address of School | Course of Study | Circle Number of Years Completed | Did you Graduate?  | List Diploma or Degree |
| Elementary |   | N/A | N/A | N/A | N/A |
|   |
|   |
|   |
| High |   |   | 1 | 2 | 3 | 4 |   |   |
|   |
|   |
|   |
| College |   |   | 1 | 2 | 3 | 4 |   |   |
|   |
|   |
|   |
| Other (Specify) |   |   | 1 | 2 | 3 | 4 |   |   |
|   |
|   |
|   |

**PERSONAL REFERENCES** (Not Former Employers or Relatives)

|  |  |  |
| --- | --- | --- |
| Name and Occupation | Address | Phone Number |
|   |   |   |
|   |   |   |
|   |   |   |

May we telephone you to follow up on this application at home? Yes\_\_ No\_\_

If yes, what is the best time to call? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

May we telephone you to follow up on this application at work? Yes\_\_ No\_\_

If yes, what is the best time to call?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What is your business telephone number? \_\_\_\_\_\_\_\_\_\_\_\_\_

**PRE-EMPLOYMENT STATEMENT**

Please read the following carefully and sign below if in agreement:

1. The information I have provided on this application is true and complete. Any misrepresentation or omission of any fact in my application, resume or any other materials, or during any interviews can be justification for refusal of employment, or, if employed, termination from the Company’s employ.

2.Any offer of employment I may receive from the Company is contingent upon my successful completion of the Company’s total pre-employment screening process, including the Company’s receiving references that it considers satisfactory, and my satisfactory completion of any post-offer, pre-employment medical examination that the Company may require. I also agree, if employed, to submit to a medical examination at any time at the Company’s request. I hereby consent to having the results of any post-offer pre-employment or post-employment medical exams I may be required to take disclosed to the Company.

3.I understand that, as a condition of my employment with **Carton Service, inc. / Pharma Packaging Solutions (A Division of Carton Service, inc.)**, I will be required to undergo a test for illegal drugs by an independent medical services laboratory of the Company’s choosing which employs medically qualified personnel. Testing will be done prior to commencing employment and again during my employment when circumstances warrant. I understand that if I test positive for illegal drugs prior to employment or during employment, or if I fail or refuse to complete any testing, of if I seek to obstruct the administration of a test, I will either not be hired by the Company, or my employment will be automatically terminated.

I hereby voluntarily consent and agree to submit to drug testing, and to the release of the results of the testing and other relevant information by the testing laboratory of the Company.

By this authorization, I release the testing laboratory, the medical personnel of the testing laboratory, and Carton **Service, inc. / Pharma Packaging Solutions (A Division of Carton Service, inc.)**, from any and all liabilities arising from the drug testing and the reporting of the results of the drug testing.

4.The Company may verify all the information provided by me, or may procure or have prepared a consumer or an investigative consumer report for this purpose concerning my prior employment, military record, education, character, general reputation, personal characteristics, criminal record, and mode of living.

5.I authorize any request that all of my present and former employers and those individuals I have listed as personal references furnish information about my employment record, including a statement of the reason for the termination of my employment, work performance, abilities, and other qualities pertinent to my qualifications for employment, hereby releasing them from any and all liability for damages arising from furnishing the requested information.

6.In consideration of my employment, I agree to comply with the policies, rules, regulations, and procedures of the Company, and understand that my employment and compensation can be terminated with or without cause or notice, at any time, at the opinion of either the Company or myself. I further understand that no manager or representative of the Company, other than the President, General Counsel, or their expressly authorized designee, has any authority to enter into any agreement with me for employment for any specified period of time or to make any arrangement different from or contrary to the foregoing. I further understand that any such agreement, if made, shall not be enforceable unless it is in writing and signed by me and by one of the individuals designated above.

Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_