



**Employment Application**  
**Applicant Information**

Name (first, middle, last): \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_  
(street) (city/state) (zip)

Email address: \_\_\_\_\_

Home phone: (\_\_\_\_) \_\_\_\_\_ Cell phone: (\_\_\_\_) \_\_\_\_\_

Position(s) applying for: \_\_\_\_\_ Temporary \_\_\_\_\_ Part-time \_\_\_\_\_ Full-time \_\_\_\_\_

What days and hours are you available for work? \_\_\_\_\_

Can you work weekends?  Yes  No Can you work evenings?  Yes  No Are you at least 16 years of age? \_\_\_\_\_

If hired, date available to start work? \_\_\_\_\_ Starting wage desired? \_\_\_\_\_

Location you would like to apply for a position at (see locations listed above) \_\_\_\_\_

Have you previously worked for the company? (If yes, when/where?) \_\_\_\_\_

List any other names you have used: (maiden, previous marriage, other) \_\_\_\_\_

Have you ever been convicted of a crime other than a traffic offense? Yes: \_\_\_\_\_ No : \_\_\_\_\_ **If so, indicate date(s), location(s) ,outcome(s)** \_\_\_\_\_

Have you been convicted of a felony? Yes: \_\_\_\_\_ No: \_\_\_\_\_ **If so, explain:** \_\_\_\_\_

Are you a citizen of the United States?  Yes  No Are you authorized to work in the U.S.?  Yes  No

**Education**

High School: \_\_\_\_\_ Address: \_\_\_\_\_

Did you graduate?  Yes  No Degree /diploma earned: \_\_\_\_\_

List subjects of special study or training \_\_\_\_\_

College: \_\_\_\_\_ Address: \_\_\_\_\_

Did you graduate?  Yes  No Degree /diploma earned: \_\_\_\_\_

List subjects of special study or training \_\_\_\_\_

Other: \_\_\_\_\_ Address: \_\_\_\_\_

Did you graduate?  Yes  No Degree /diploma earned: \_\_\_\_\_

List subjects of special study or training \_\_\_\_\_



**Additional Information**

Do you fluently speak, write or understand any foreign languages? \_\_\_\_\_

Do you have any other experience, training, qualifications, or skills which you feel should be brought to our attention, in the case that they make you especially suited for working with us? If yes, please explain \_\_\_\_\_

**Employment History**

*Please begin with present or most recent employer. Account for full-time, part-time, and temporary employment.*

Name of Employer: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Type of Business: \_\_\_\_\_

Position Held: \_\_\_\_\_ Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_ Salary: \_\_\_\_\_  
Month/Year Month/Year

Duties: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

May we contact this employer for references?  Yes  No

Name of Employer: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Type of Business: \_\_\_\_\_

Position Held: \_\_\_\_\_ Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_ Salary: \_\_\_\_\_  
Month/Year Month/Year

Duties: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

May we contact this employer for references?  Yes  No

Name of Employer: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Type of Business: \_\_\_\_\_

Position Held: \_\_\_\_\_ Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_ Salary: \_\_\_\_\_  
Month/Year Month/Year

Duties: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

May we contact this employer for references?  Yes  No



### Business/Professional References

Name: \_\_\_\_\_ Occupation: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Number of Years Acquainted: \_\_\_\_\_

Name: \_\_\_\_\_ Occupation: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Number of Years Acquainted: \_\_\_\_\_

Name: \_\_\_\_\_ Occupation: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Number of Years Acquainted: \_\_\_\_\_

### **UNDERSTANDING REGARDING CONDITIONS OF EMPLOYMENT**

I certify that I have read and understood all of this employment application. It is agreed and understood that the employer or his agents may investigate my background to ascertain any and all information of concern to my employment history. I understand that any omission (including any misstatement) of material fact on this application or on any document used to secure can be grounds for rejection of application or, if I am employed by this company, terms for my immediate expulsion from the company. I understand that, as an applicant for a position with this company, I may be asked to demonstrate that I am capable of performing tasks which are pertinent to the job. Applicants, who are offered employment with Envision, will be subject to testing for use of illegal drugs according to company policy/procedure.

Additionally, I understand that nothing in this employment application or in the granting of an interview is intended to create an employment contract between Envision, and me for either employment or for the providing of any benefit. No promises regarding employment have been made to me and I understand that no such promise or guarantee is binding upon Envision, unless made in writing. If employment relationship is established, I understand that I have the right to terminate my employment at any time, for any reason, and that Envision retains a similar right.

I understand that, if hired, I will be required to furnish proof of identity and right to work in the United States.

This certifies that this application was completed by me, and that all entries on it and information in it are true and complete to the best of my knowledge.

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

### MISSION STATEMENT

To serve the ever changing needs of our patron/owners with timely delivery of quality products and services at competitive prices while efficiently utilizing cooperative resources to provide a local net savings that will service the financial needs of our cooperative.