



**APPLICATION FOR EMPLOYMENT**

*Please Read Carefully and Print or Type All Information Requested*

We are an Equal Opportunity Employer. We do not discriminate with regard to race, sex, religion, color, national origin, citizenship, disability, age, parental status, sexual orientation, military status, military discharge status or marital status in regard to any employment decision including, but not limited to hiring. We are committed to providing reasonable accommodations to all qualified individuals with disabilities.

1. Position You Are Applying For: \_\_\_\_\_ 2. Date: \_\_\_\_\_

3. Name: \_\_\_\_\_  
Last First Middle

4. Address: \_\_\_\_\_  
Street Address City State Zip

5. Home Phone: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_

6. Type Of Employment Desired:  
 Full-Time \_\_\_\_\_ Part-Time \_\_\_\_\_ Temporary \_\_\_\_\_

7. Are you legally eligible for employment in this country? No \_\_\_\_\_ Yes \_\_\_\_\_

8. Are You Related To Any Person Employed By OGIO International? No \_\_\_\_\_ Yes \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

9. Have You Ever Worked For OGIO International? No \_\_\_\_\_ Yes \_\_\_\_\_ Give Dates & Position(s): \_\_\_\_\_

10. Have You Ever Been Convicted Of An Offense Other Than A Minor Traffic Offense?  
 No \_\_\_\_\_ Yes \_\_\_\_\_ If Yes, Please Explain The Nature Of The Offense \_\_\_\_\_

11. Education:

	Name & Location	Major/Minor	Dates Attended	Did You Graduate?	List Type of Degree
High School				Yes _____	
				No _____*	
Vocational or Special Training				Yes _____	
				No _____	
College or University				Yes _____	
				No _____	
Graduate School				Yes _____	
				No _____	

\*If No, Do You Have A High School Equivalency? GED, etc. Yes \_\_\_\_\_ No \_\_\_\_\_

12. Applicable Skills Such As Shorthand, Computer Literacy, Heavy Equipment Operator, etc.:  
 \_\_\_\_\_  
 \_\_\_\_\_

13. List any additional information you would like us to consider.  
 \_\_\_\_\_  
 \_\_\_\_\_

**14. Experience:** (Start with your present or last job. Include any military job-related service assignments and volunteer activities. You may attach a résumé or other relevant documents to further describe your experiences.)

Name of employer:		Address:		Phone:	
Dates of employment: From: _____ To: _____		Title of position		Monthly Salary From: _____ To: _____	
Supervisor:		Reason for leaving:			
Describe your duties:					

Name of employer:		Address:		Phone:	
Dates of employment: From: _____ To: _____		Title of position		Monthly Salary From: _____ To: _____	
Supervisor:		Reason for leaving:			
Describe your duties:					

Name of employer:		Address:		Phone:	
Dates of employment: From: _____ To: _____		Title of position		Monthly Salary From: _____ To: _____	
Supervisor:		Reason for leaving:			
Describe your duties:					

**15. May we contact your present employer?** Yes \_\_\_\_\_ No \_\_\_\_\_

**16. Are you at least 16 years old?** Yes \_\_\_\_\_ No \_\_\_\_\_

**CERTIFICATION OF APPLICATION**

***IMPORTANT: Read Carefully***

I certify that the facts contained in this application and in any attached resume are true and complete to the best of my knowledge. I understand that any false statements, omissions, or misrepresentations on this application or false statements made during the employment process may be considered sufficient cause for rejection of this application or dismissal if I have been employed, no matter when discovered by the Company. I hereby authorize the Company to thoroughly investigate my background, references, employment record, driving record (if applicable) and other matters related to my suitability for employment and further authorize my former employers, or any third party, to disclose to the Company all reports and other information related to my suitability for employment, personal and otherwise, without giving me prior notice of such disclosure. In addition, I hereby release the Company, former employers, and all references listed above from any and all claims, demands, or liabilities arising out of or related to such investigation or disclosure. I authorize the release of my current and former employers of the entire or partial contents of my personal file, as may be sought by the Company. Copying and mailing costs for any personnel records from my current and former employers provided to the Company will be paid by the Company.

I understand that the Company maintains a drug-free, and alcohol-free workplace and that it may require me to submit to a drug test prior to employment or, if employed, at any time during my employment with or without cause. I understand and agree that my failure to cooperate with such a request will be considered a sufficient basis by the Company for denying me employment or to terminate my employment.

I understand that nothing contained in this application, or conveyed during any interview which may be granted, is intended to create an employment contract and that if hired, my employment is terminable at the will of either party with or without prior notice or cause, unless otherwise stated in a written agreement signed by the President.

I understand that filling out this form does not indicate there is a position open and does not obligate the Company to hire me. If hired, I agree to abide by all Company work rules, policies and procedures relating to work performance and conduct.

Date: \_\_\_\_\_ Signature of Applicant: \_\_\_\_\_

