



# APPLICATION FOR EMPLOYMENT

An Equal Opportunity Employer

**\*\*Incomplete applications will not be considered**

PERSONAL			
Last Name	First	Middle	Date
Street Address		Home Telephone (   )   (   )	
City, State, Zip		Business Telephone (   )   (   )	
How long at present address?      Years _____      Months _____			
If less than 12 months at present address, please provide a previous address.			
Have you ever applied for employment with us? <input type="checkbox"/> Yes <input type="checkbox"/> No    If yes: Month and Year _____ Location _____		Social Security # --        --	
Position applied for _____ Any other position interested in, if any _____		Pay Expected	
<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Temporary Hours available _____		Will you work overtime if asked? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If employment is offered, can you submit verification of your legal right to work in the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No		When will you be available to begin work?	

EDUCATION					
School	Name and Location of School	Course of Study	# of Years	Did you Graduate?	Degree or Diploma
College					
High School					
Business / Trade					
Other Special Training or Skills (languages, computer, forklift, other machine operation, etc.)					Typing WPM _____

<b>-Office Use ONLY-</b>	
<b>A.R. Letter:</b> _____ <b>T.D. Letter:</b> _____  <b>Applicant Selected:</b> <input type="checkbox"/> YES <input type="checkbox"/> NO  <b>Interviewed By:</b> _____	<b>Reviewed By:</b> <input type="checkbox"/> Smart Disposal <input type="checkbox"/> Input Ops <input type="checkbox"/> Research/ Help Desk <input type="checkbox"/> P.R. <input type="checkbox"/> Logistics Ops <input type="checkbox"/> Other: _____



## GENERAL

Have you ever been bonded?  Yes  No

If yes, with what employer(s)?

Are you at least 18 years of age?  Yes  No

Who referred you?

Have you ever been convicted of (or pleaded no contest to) a felony?  Yes  No

Have you ever been involved in a criminal court proceeding? Please indicate any felony and misdemeanor proceedings, but do not include infractions. (All answers of 'Yes' will not automatically result in the rejection of this application.)  Yes  No

Explain \_\_\_\_\_

Do you have a current, valid driver's license?  Yes  No If yes, please provide the following.

DL# \_\_\_\_\_ State \_\_\_\_\_ Expiration Date \_\_\_\_\_

## DRUG TESTING POLICY

Northwest Research, Inc. is committed to providing a safe work environment and to employing a work force free from the use of illegal drugs, either on or off the job. Northwest Research, Inc. has established an employment drug screening policy.

1. As a condition of employment, all new employees will be required to submit to an employment drug test, either before they report for their first day of work or prior to the end of their ninety (90) day introductory period. The drug test will be conducted by Northwest's authorized representative, which, through urinalysis, will screen for the presence of illegal substances.
2. Employees are also subject to ongoing random drug tests, to be performed at anytime, for any reason, during their employment with Northwest Research, Inc.
3. The results will be maintained in a confidential file, and only released to Northwest Research, Inc., its representatives, or as otherwise authorized or required by law.
4. The applicant releases Northwest Research, Inc. and its representative from all liabilities relating to the drug testing carried out under this policy, including without limitation, the release of the test results.
5. Any employee identified with positive results will be denied employment at that time, unless the employee requests a retest of the same sample in accordance with the law, which results in a confirmed negative test outcome.
6. Employees identified with positive results may reapply after six months from the date of the initial test.

## CERTIFICATION

I certify that the information in this application and related documents is true, correct, and complete. I understand that any falsification, misrepresentation or omission on this application is grounds for refusal to hire, or if hired, dismissal. I will not before, or during or after employment (regardless of whether an offer of employment is extended) divulge or appropriate to my own use, or to the use of others, except as you authorize or direct any secrets or confidential information obtained by me directly or indirectly during the course of any interview, facilities tour, employment or any other activity relating to the company.

I understand and agree that this application or any other documents, which I may receive, are not contracts of employment. I understand and agree that, if hired, my employment is "at-will" and will be for no definite period and may be terminated with or without cause and with or without notice at any time at the option of the company or myself.

I have read Northwest Research, Inc.'s policy on drug testing and understand that, as a condition of hiring, I am required to consent and submit to an employment drug test. I agree to all provisions set forth in the drug testing policy.

I hereby authorize Northwest Research, Inc. to conduct any and all background checks it deems necessary in evaluating my application. I also agree to notify my Northwest Contact, Supervisor, and the Northwest Research Inc.'s Security Department if I am arrested, have my Driver's License or any Professional License revoked, or become involved in any criminal court proceedings during my employment with Northwest Research, Inc.

Prospective employees will receive consideration without discrimination because of race, creed, color, sex, age, national origin, handicap or veteran status.

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

**FOR OFFICE USE ONLY**



# APPLICANT QUESTIONNAIRE

Name: \_\_\_\_\_  
(Please Print)

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

1. Please list additional name(s) you have used during your previous employment or on official documents:

\_\_\_\_\_

2. If you are currently employed, why do you want to leave your present employer?

\_\_\_\_\_

\_\_\_\_\_

3. May we contact your present employer for a reference?  Yes  No  Not Currently employed

4. May we contact your previous employer(s) for a reference?  Yes  No

5. Do you have any commitments to another employer that might affect your employment with Northwest Research, Inc.?

Yes  No If yes, please explain.

\_\_\_\_\_

\_\_\_\_\_

6. What do you consider to be your greatest strengths and how could they contribute to Northwest Research, Inc.?

\_\_\_\_\_

\_\_\_\_\_

7. From your past work experience, describe the job that:

a. You liked most and why \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

b. You liked least and why \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

8. Describe the qualities of a supervisor for whom you would:

a. Most like to work \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

b. Least like to work \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

9. Are you self-motivated and able to work alone with little or no supervision? Explain.

\_\_\_\_\_

\_\_\_\_\_

10. Tell Northwest Research, Inc. why we should choose you over any other candidate. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_