|  |  |
| --- | --- |
|  | P.O. Box 1168 Telephone 931-484-2110  Crossville, TN 38555  PERSONAL  &  CONFIDENTIAL |
|  |  |

# Employment Application

## Applicant Information

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Full Name: |  |  |  | Date: |  |
|  | Last | First | M.I. |  |  |

|  |  |  |
| --- | --- | --- |
| Address: |  |  |
|  | Street Address | Apartment/Unit # |

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  |  |
|  | City | State | ZIP Code |

|  |  |  |  |
| --- | --- | --- | --- |
| Phone: |  | Email | : |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Date Available to Begin Work: |  | Available Shifts: | 1st 2nd 3rd | W | Wage Requirements: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

|  |  |
| --- | --- |
| Position Applied for: |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  |  | Are you legally authorized to work in the U.S.? | YES | NO |

*(Please Note: If an offer of employment is made, you will be required to provide proof of your right to work in the United*

*States before you begin work.)*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Have you ever worked for this company? | YES | NO | If yes, when? |  |

## Education

|  |  |  |  |
| --- | --- | --- | --- |
| High School: |  | Address: |  |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Did you graduate? | | YES | NO |  | If “No,” did you obtain a GED? | | | YES | NO |
| College: |  | | | | | Address: |  | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Did you graduate? | YES | NO | If “Yes,” Degree Earned: |  |

If “No,” Number of Credit Hours Completed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |
| --- | --- | --- | --- |
| Other Education or Training: |  | Address: |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Did you graduate? | YES | | NO | If “Yes,” Degree or Certification Earned: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  | |  |  | If “No,” Number of Credit Hours Completed: |  |

## References

Please list three professional references. Please note that by providing the information requested below, you authorize Crossville, Inc. to contact the listed individuals for the purpose of ascertaining your qualifications for the position for which you are applying, and you unconditionally release all parties from liability for any damages that may result from furnishing such information to Crossville.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Full Name: |  | | Relationship: |  |
| Company: |  | | Phone: |  |
| Address: |  | | | |
|  |  | |  |  |
| Full Name: |  | | Relationship: |  |
| Company: |  | | Phone: |  |
| Address: | |  | | |
|  |  | |  |  |
| Full Name: |  | | Relationship: |  |
| Company: |  | | Phone: |  |
| Address: |  | | | |

## Previous Employment

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Company: |  | | Phone: |  |
| Address: |  | | Supervisor: |  |
| Job Title: |  |

|  |  |
| --- | --- |
| Responsibilities: |  |

Length of Employment: \_\_\_Years \_\_\_\_Months Reason for Leaving: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| May we contact your previous supervisor for a reference? | | | | YES | | NO |  | |
|  | | | |  | |  |  | |
|  | | | |  | |  |  | |
| Company: |  | | | | | | Phone: |  |
| Address: |  | | | | | | Supervisor: |  |
| Job Title: |  | |  | |
| Responsibilities: | |  | | | | | | |

Length of Employment: \_\_\_\_Years\_\_\_\_Months Reason for Leaving: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| May we contact your previous supervisor for a reference? | | | | YES | NO |  | |
|  | | | |  |  |  | |
|  | | | |  |  |  | |
| Company: |  | | | | | Phone: |  |
| Address: |  | | | | | Supervisor: |  |
| Job Title: |  | |
| Responsibilities: | |  | | | | | |

Length of Employment:\_\_\_\_Years\_\_\_\_Months Reason for Leaving: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |
| --- | --- | --- | --- |
| May we contact your previous supervisor for a reference? | YES | NO |  |

## Disclaimer and Signature

I certify that the information contained in this employment application is true and complete to the best of my knowledge and belief. I understand that this application does not create a contract or offer of employment. I further understand that, if hired by Crossville, that any such employment would be considered “at will,” meaning that Crossville may terminate such employment at any time and for any lawful reason, with or without cause or notice.

In the event that I receive a conditional offer of employment, I understand that Crossville reserves the right to perform a criminal background check, drug and alcohol testing, a driving history report, and/or a physical examination. I understand that any offer of employment will not be finalized until such information is reviewed and accepted by Crossville.

If hired by Crossville, I understand that providing false or misleading information in my application or interview may result in discipline, up to and including termination of employment.

|  |  |  |  |
| --- | --- | --- | --- |
| Signature: |  | Date: |  |
| **EEO Statement**  Thank you for your interest in employment with Crossville, Inc. Crossville is an equal opportunity  employer and complies with all federal, state, and local laws that prohibit discrimination on the basis of race, sex,  religion, color, age, sexual orientation, national origin, disability, medical condition, marital status, veteran status or  any other basis prohibited by law. A copy of Crossville’s Equal Employment Opportunity Policy is available upon request. Info Information provided in this application will not be used to discriminate against any individual in any manner. | | | | |
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