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

Position:

☐Sales

☐Warehouse

☐Driver

☐Merchandiser

☐Reclamation

☐Other

Application for Employment

|  |
| --- |
| O & W, Inc.  3003 William Ave.  Ypsilanti, MI 48198  Phone: 734-480-4012  Fax: 734-480-4445 |

O & W, Inc. provides equal employment opportunities to all employees and applicants for employment without regard to race, color, ancestry, national origin, gender, sexual orientation, marital status, religion, age, disability, gender identity, results of genetic testing, or service in the military. Equal employment opportunity applies to all terms and conditions of employment, including hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation, and training.

To ensure equal employment opportunities to qualified individuals with a disability, O & W, Inc.will make reasonable accommodations for the known disability of an otherwise qualified individual, unless undue hardship on the operation of the business would result. Employees who may require a reasonable accommodation should contact the Human Resources Department.

**Notice:** O & W, Inc. is a drug- free workplace. All successful applicants must pass a post-offer Drug and Alcohol Screening, and Medical Physical at a qualified medical facility at the employer’s expense.

|  |  |
| --- | --- |
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# Employment Application

## Applicant Information

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

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

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

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

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

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Are you available to work: | Full Time | Part Time | | Shift Work | |
| Are you on lay-off and subject to recall? | YES | | NO | |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Have you or anyone you know ever worked for this company? | YES | NO |  | If yes, when/ who? |  |
| Have you ever been convicted of a misdemeanor or felony? | YES | NO |  |  | |

|  |  |
| --- | --- |
| If yes, explain: |  |

## Employment Desired

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Position Applied for: | |  | | --- | |  | | | |
| Date you can start: |  | Wage/ Salary Desired: |  |

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| If you are applying for a position requiring driving, do you have a current valid driver’s license? | | | | | | | | YES | | NO |
| License Classification: | | Regular Operator | Chauffeurs | CDL | |
| Driver’s License #: | |  | | --- | |  | | | Expiration Date: | | |  | | --- | |  | | State of Issue: | |  | | --- | |  | | |
| If Commercial Driver’s License, what type: | | Type A | Type B |

|  |  |
| --- | --- |
| Any restrictions or endorsements? |  |

## Education

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

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| From: |  | To: |  | Did you graduate? | YES | NO | Diploma:: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| College: |  | Address: |  |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| From: |  | To: |  | Did you graduate? | YES | NO | Degree: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Other: |  | Address: |  |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| From: |  | To: |  | Did you graduate? | YES | NO | Degree: |  |

## References

Please list three professional references.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 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: |  | Starting Salary: | $ | Ending Salary: | $ |

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

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| From: |  | To: |  | Reason for Leaving: |  |

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

|  |  |  |  |
| --- | --- | --- | --- |
| Company: |  | Phone: |  |
| Address: |  | Supervisor: |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Job Title: |  | Starting Salary: | $ | Ending Salary: | $ |

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

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| From: |  | To: |  | Reason for Leaving: |  |

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

|  |  |  |  |
| --- | --- | --- | --- |
| Company: |  | Phone: |  |
| Address: |  | Supervisor: |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Job Title: |  | Starting Salary: | $ | Ending Salary: | $ |

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

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| From: |  | To: |  | Reason for Leaving: |  |

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

|  |  |
| --- | --- |
| Describe any Specialized Training, Apprenticeship, Skills: |  |
| Describe any Extra- Curricular Activities (clubs, sports teams, etc.): |  |
| Describe any Awards or Honors received during School, Work, or Otherwise: |  |
| Please use this space to list anything additional you feel may be helpful in considering your application: |  |

## Additional Military Service

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Branch: |  | From: |  | To: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Rank at Discharge: |  | Type of Discharge: |  |

|  |  |
| --- | --- |
| If other than honorable, explain: |  |

## Disclaimer and Signature

**Please Note:** As part of the Application process, O & W, Inc. will obtain the following:

* Criminal History information
* Post- Offer Drug and Alcohol screening test, and Physical Exam at a qualified medical facility at the employer’s expense
* Driving Records where applicable for any position that may require driving (even if only on an occasional basis)
* Make inquiries of previous employers
* Verify personal references
* Verify status of any necessary licenses or certifications needed for the position requested

By signing below, you acknowledge and understand that O & W, Inc. will use the information obtained to assist in making hiring decisions.

|  |  |  |  |
| --- | --- | --- | --- |
| Signature: |  | Date: |  |

By signing below, you are certify that your answers are true and complete to the best of your knowledge.

If this application leads to employment, you understand that false or misleading information in your application or interview may result in your release.

|  |  |  |  |
| --- | --- | --- | --- |
| Signature: |  | Date: |  |