



APPLICATION FOR EMPLOYMENT

Please provide complete and legible information. An incomplete application may affect your consideration for employment. If necessary, attach a separate sheet for additional information.

Anita Lead is committed to a policy of Equal Employment Opportunity and will not discriminate against an applicant or employee on the basis of race, color, religion, creed, national origin or ancestry, sex, age, physical or mental disability, veteran or military status, genetic information, sexual orientation, marital status, or any other legally recognized protected basis under federal, state or local laws, regulations or ordinances. The information collected by this application is solely to determine suitability for employment, verify identity and maintain employment statistics on applicants.

Applicants with disabilities may be entitled to reasonable accommodation under the terms of the Americans with Disabilities Act and certain state or local laws. A reasonable accommodation is a change in the way things are normally done which will ensure an equal employment opportunity without imposing undue hardship on Anita Lead. Please inform the company's personnel representative if you need assistance completing any forms or to otherwise participate in the application process.

Your application will be active for 90 days. If you are not hired during that time period, but wish to continue to be considered for available positions, you must complete a new application.

Upon employment, employees of Anita Lead may be required to have their picture taken or to provide Anita Lead with a picture of themselves.

GENERAL INFORMATION

Full Name _____	Date _____			
FIRST	MIDDLE	LAST		
Address _____				
STREET		CITY	STATE	ZIP
Contact Number (____) _____	Date available for work _____			
Alternate Contact Number (____) _____	E-mail (optional) _____			
Are you legally authorized to work in the United States? [] Yes [] No (If hired, verification will be required consistent with federal law.)				
Are you at least 18 years old? [] Yes [] No (If no, you may be required to provide authorization to work.)				
How were you referred to Anita Lead? _____				

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POSITION

Applying for: _____
Salary range expected _____ [] Full-time [] Part-time

EDUCATION INFORMATION

Type of School	School Name and Location	Highest Grade Completed	Grade Point Average	Course of Study or Major
High School or G.E.D. equivalent		9 10 11 12 GED		
College or University		1 2 3 4		
Vocational or Trade School				
Graduate School				
Other (including military)				

List any work-related certifications or licenses you currently possess.

BACKGROUND INFORMATION

During the past seven years, have you ever been discharged, suspended or asked to resign from any position?
 Yes No If yes, please explain.

For the purpose of verifying information on this application, have you ever worked or attended school under a different name at any of the organizations you have listed? Yes No
If yes, specify name

PROFESSIONAL REFERENCES

List three professional references (other than those listed as current/former supervisor) that we may contact:

Name _____ Telephone No. (____) _____
E-mail Address _____ Type of Acquaintance _____

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E-mail Address _____ Type of Acquaintance _____

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EMPLOYMENT RECORD

List all employment experience for the past seven years, starting with the most recent or present employer, including US Military Service. Using a separate section for each position. describe in detail all work experience. including periods of unemployment. You may include as part of your employment history any verified work performed on a volunteer basis. Resumes may not be substituted in lieu of completing the following employment information.

Current Employer	Phone (____)		
Geographic Location	From		
Your Position	To	Month	Year
Supervisor's Name/Title			
May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No If not, why?	Reason for Leaving	Month	Year
Primary responsibilities			
Employer	Phone (____)		
Geographic Location	From		
Your Position	To	Month	Year
Supervisor's Name/Title			
Primary responsibilities	Reason for Leaving	Month	Year
Employer	Phone (____)		
Geographic Location	From		
Your Position	To	Month	Year
Supervisor's Name/Title			
Primary responsibilities	Reason for Leaving	Month	Year

[Have you signed or otherwise agreed to any non-solicitation, non-competition, or other similar agreement with any prior employer?
 Yes No If yes. explain:

Please explain any gaps of employment

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AUTHORIZATION RELEASE FOR BACKGROUND INVESTIGATION

To Whom It May Concern:

I, _____, hereby authorize an independent investigation of my background, which may include my character, general reputation, personal characteristics, and mode of living in connection with an application of employment with Anita Lead.

The Scope of the report may include information concerning my driving record, civil and criminal court records, credit, worker's compensation record, education, credentials, identity, past addresses, social security number, previous employment and personal references.

I authorize and request any present or former employer, state/federal government office, state department of motor vehicles, credit bureaus, school, police department, court records, including those maintained by both public and private organizations, financial institution or other persons having personal knowledge about me to furnish any and all information in their possession regarding me for the purpose of confirming the information contained on my Application and/or obtaining other information which may be material to my qualifications for employment. I am willing that a photocopy of this authorization be accepted with the same authority as the original, and I specifically waive any written notice from any present or former employer who may provide information based upon this authorization request.

The following is my true and complete legal name and all information is true and correct to the best of my knowledge:

Print Full Name: _____
Print Maiden Name or Other Names Used: _____
Present Address: _____
City: _____ State: _____ Zip Code: _____
Date of Birth (for I.D. purposes only): ____/____/____
Social Security Number: _____
Driver's License Number: _____ State of Issue: _____

Applicant's Signature _____ Date _____

DRUG AND ALCOHOL TESTING CONSENT FORM

I hereby agree, as a condition for my further consideration for employment by Anita Lead, to submit to a drug and/or alcohol test and to furnish a sample of my urine, breath, and/or blood for analysis. I further authorize and give full permission to have Anita Lead send the specimen or specimens so collected to a laboratory for a screening test for the presence of alcohol and/or any prohibited substances (which have been declared illegal under federal or state law), and for the laboratory or other testing facility to release any and all documentation relating to such test to Anita Lead and/or to any governmental agency involved in a legal proceeding or investigation connected with the test.

I understand and agree that if I refuse to submit to this test, I will no longer be considered for employment. I further understand and agree that if the screening test indicates that I have any amount of prohibited substances in my bloodstream or urine, or if I have a blood alcohol content in excess of .04%, my application for employment will be rejected.

I will hold harmless Anita Lead, any physicians or medical personnel that it utilizes to conduct the drug and alcohol test, and any testing laboratory that Anita Lead may use from any alleged harm that may result to me from such testing, including failure to be considered for employment. I will further hold harmless Anita Lead, any physicians or medical personnel that it utilizes to conduct the drug and alcohol test, and any testing laboratory that Anita Lead may use for any alleged harm that may result to me from the release or use of information or documentation relating to the drug and alcohol test, as long as the release or use of this information is within the scope of the procedures described above.

I acknowledge that I have read and understand this Consent Form, and I have been told that I may ask, and Anita Lead will answer, any questions that I may have about the drug and alcohol test to which I have consented.

Applicant's Signature _____ Date _____

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PLEASE READ CAREFULLY AND INITIAL EACH PARAGRAPH BEFORE SIGNING

I have disclosed all information that is relevant and should be considered applicable to my candidacy for employment.
_____Initials

I understand, where permissible under applicable state and local law, I may be subject to a pre-employment drug test alter receiving a conditional offer of employment, and must receive a negative result for illegal drug use before being permitted to commence work with Anita Lead.
_____Initials

I understand, where permissible under applicable state and local law. I may be subject to a preemployment background check after receiving a conditional offer of employment to investigate my criminal background, driving record, credit history and other matters related to my suitability for employment. I understand that a separate disclosure and consent form will be provided to me prior to any background check.
_____Initials

I hereby certify that the information given by me is true in all respects. I authorize Anita Lead and its representatives to contact my prior employers and all others (with the exception of my current employer, only if I have marked "May we contact?" on page 3 of this application as "No") for the purpose of verification of the information I have supplied and release same from any liability resulting from the information released. I authorize employers, schools and other persons named on this application to provide any information or transcripts requested.
_____Initials

I understand employment with Anita Lead is also contingent on my providing sufficient documentation necessary to establish my identity and eligibility to work in the United States.
_____Initials

I hereby certify that, if employed, my employment with Anita Lead will not conflict with, or result in the violation of, breach of, or default under, any contract, agreement or understanding that I am a party to or am bound by, other than those I have disclosed in this application, if any.
_____Initials

I hereby certify that, if employed, my employment with Anita Lead will not violate any non-solicitation, non-competition or other similar covenant or agreement I have with any of my prior employers, other than those I have disclosed in this application, if any
_____Initials

I hereby certify that, if employed. I will report to my supervisor, a representative Human Resources or other member of management, if I am ever harassed by someone in the company or if I ever become aware of any unethical behavior by any employee.
_____Initials

I expressly understand and agree that, if employed, my employment. having no specified term, is based upon mutual consent and may be terminated at will, with or without cause, by either party, (Anita Lead or myself) without prior notice to the other, unless otherwise prohibited by law.
_____Initials

I understand that no representation, whether oral or written, by any representative or agent of Anita Lead, at any time, can constitute an implied or express contract of employment. I further understand no representative or agent of Anita Lead has the authority to enter into an agreement for employment for any specified period of time or to make any change in any policy, procedure, benefit or other terms or condition of employment other than in a document signed by an authorized representative.
_____Initials

I certify that all of the above information is true and complete, and I understand that any falsification or omission of information may disqualify you from further consideration for employment or, if hired, may result in termination regardless of the time elapsed before discovery.

Note: An offer of employment is conditioned upon complying with Anita Lead’s requirements including, but not limited to, signing a separate disclosure and consent form prior to any background investigation.

MY SIGNATURE IS EVIDENCE THAT I HAVE READ AND AGREE WITH THE ABOVE STATEMENTS.

Applicant's Signature _____ Date _____

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