



EMPLOYMENT APPLICATION

An Equal Opportunity Employer
Drug Free Workplace Employer

EMPLOYMENT POLICY READ THIS BEFORE COMPLETING APPLICATION

- Applications must include Social Security Number in order to be processed. If you are selected to continue in the selection process for a position, you will be contacted by telephone or mail.
- To apply for a vacancy with Coastal Recycling Services (CRS) you must complete this application in full and answer all questions completely and accurately.
- If an item does not apply to you, write N/A (not applicable).
- This application will be used as a screening tool for determining qualifications in the hiring process. You should apply only for those jobs which match your education and experience and salary expectations.
- Any misstatements or omissions of material fact, herein on the employment application and/or any required supplemental information will cause an offer of an employment made by CRS to be withdrawn or the employment with CRS terminated.
- Failure to fully complete application in a legible manner or failure to sign will result in immediate rejection.

CONTACT INFORMATION

FULL NAME _____

SOCIAL SECURITY NUMBER _____

ADDRESS _____

CITY _____ STATE _____ ZIP CODE _____

HOME PHONE # _____ ALTERNATE PHONE # _____

EMAIL ADDRESS _____

DRIVER'S LICENSE NUMBER _____ STATE _____

CLASS _____ EXPIRATION DATE _____

POSITION APPLIED FOR

Date: _____

Position: _____

How did you hear about this position?

Have you ever been employed by CRS?
When?

Minimum Salary you will accept:

EDUCATION

SCHOOLS	SEMESTER HOURS	TYPE OF DEGREE	COURSE OF STUDY
High School / GED			
College / University			
Other			

COMPUTER SKILLS

Check items in which you are proficient: (testing may be required depending on the position):

Word Processor: Word WordPerfect Other _____

Spreadsheet: Excel Lotus 1-2-3 Other _____

Dispatch Software (specify): _____

Accounting Software (specify): _____

Other Software (specify): _____

EMPLOYMENT HISTORY

Starting with your current or last job, list your last four employers, if applicable. If your last four employers do not cover a period of ten (10) years of employment, list previous employers, self-employment, military service and volunteer work to account for ten (10) years of employment. List any other jobs that are outside this ten (10) year period that are relevant to the position for which you are applying. All relevant employment history must be provided.

(Leave no blank spaces) May we contact your current employer? Yes No (Note: past employers may be contacted to verify work history).

If you are currently unemployed, please provide dates: _____ Reason: _____

Present or Last Employer	EMPLOYER NAME	STARTING DATE	ENDING DATE	
	JOB TITLE	HOURS/WEEK	ENDING SALARY	
	ADDRESS	CITY	STATE	ZIP
	SUPERVISOR'S NAME AND TITLE	PHONE NUMBER	FAX NUMBER	
	REASON FOR LEAVING			
	DESCRIBE DUTIES AND RESPONSIBILITIES			

If you were unemployed between these jobs provide dates: _____ Reason: _____

Next Previous Employer	EMPLOYER NAME	STARTING DATE	ENDING DATE	
	JOB TITLE	HOURS/WEEK	ENDING SALARY	
	ADDRESS	CITY	STATE	ZIP
	SUPERVISOR'S NAME AND TITLE	PHONE NUMBER	FAX NUMBER	
	REASON FOR LEAVING			
	DESCRIBE DUTIES AND RESPONSIBILITIES			

If you were unemployed between these jobs provide dates: _____ Reason: _____

Next Previous Employer	EMPLOYER NAME	STARTING DATE	ENDING DATE	
	JOB TITLE	HOURS/WEEK	ENDING SALARY	
	ADDRESS	CITY	STATE	ZIP
	SUPERVISOR'S NAME AND TITLE	PHONE NUMBER	FAX NUMBER	
	REASON FOR LEAVING			
	DESCRIBE DUTIES AND RESPONSIBILITIES			

If you were unemployed between these jobs provide dates: _____ Reason: _____

Next Previous Employer	EMPLOYER NAME	STARTING DATE	ENDING DATE	
	JOB TITLE	HOURS/WEEK	ENDING SALARY	
	ADDRESS	CITY	STATE	ZIP
	SUPERVISOR'S NAME AND TITLE	PHONE NUMBER	FAX NUMBER	
	REASON FOR LEAVING			
	DESCRIBE DUTIES AND RESPONSIBILITIES			

CONVICTIONS

Yes No Have you ever been convicted of a misdemeanor or felony?
If "yes", please describe the conviction(s). Include date, charge, location, disposition and court. _____

MECHANICAL SKILLS

List any mechanical experience you have that was not listed under "Previous Employer." Include any mechanical skills (e.g. welding, machine shop, painting) and any mechanical certifications.

ADDITIONAL INFORMATION

Provide any additional information relevant to the position (e.g. Certifications, Licenses, Accreditation).

VETERAN'S INFORMATION

Yes No Have you served in any U.S. Military Service? If yes, list branch, rank attained, dates of enlistment, and nature of discharge.

Branch: _____ Date entered: _____ Type of discharge: _____

Rank: _____ Date Discharged: _____

Yes No Have you provided, or will you provide, a copy of your DD214

Other Comments: _____

Coastal Recycling Services is a veteran-friendly company.

READ AND INITIAL THE FOLLOWING STATEMENTS BEFORE SIGNING THE APPLICATION

I hereby certify that all statements made on this application are true and complete to the best of my knowledge and belief. Material misstatements or omissions and falsifications will be grounds for disqualification or termination of employment with Coastal Recycling Services (CRS). _____ (Initials)

I understand that during the selection process, I may be required to complete a background check. I hereby authorize CRS and its agents to investigate all statements contained in this application; to interview the references and previous employers listed in this application; and to conduct a thorough investigation of my character, reputation, past employment, medical history, criminal record, and driving record. I understand that my driving practices and conviction record, if any, will be considered. Accordingly, I authorize and direct those parties having knowledge of my past (including financial and credit records) to cooperate in this procedure by releasing information as requested. I direct former employers to furnish the necessary information concerning my employment with their organization, and I hereby release them from any and all liability for damages for providing such information, including, but not limited to, any liability for defamation or invasion of privacy. Failure to complete a background data packet will result in immediate rejection. _____ (Initials)

I understand that this investigation will be conducted prior to my being given a job offer or prior to the completion of my probationary period. _____ (Initials)

I acknowledge and hereby waive any rights or claims I may have, whether presently fully developed or not, against CRS or its agents or employees arising out of or resulting from, the release, authorized or unauthorized, of the information received pursuant to or in connection with CRS's handling, processing or investigation of my application for employment with CRS. _____ (Initials)

I understand that CRS only hires U.S. Citizens and lawfully authorized alien workers. Identification and proof of citizenship or authorization will be required if a conditional job offer is made. _____ (Initials)

Applicants Signature: _____ Date: _____

• **Note: Applications must be initialed, signed and dated. Unsigned applications will not be processed.** •