



# APPLICATION FOR EMPLOYMENT

We consider applicants for all positions without regard to race, religion, gender, national origin, age, disability or any other legally protected status.

Date \_\_\_\_\_

Position Applied for:  
 \_\_\_\_\_

Last Name	First Name	Middle Initial
Mailing Address	City	State
Telephone Number ( ) _____	Alternate Telephone Number ( ) _____	Zip Code

Have you ever been employed with us before? ..... Yes  No

If yes, give date \_\_\_\_\_

Department \_\_\_\_\_ Supervisor \_\_\_\_\_

Are you currently employed? ..... Yes  No

May we contact your present employer? ..... Yes  No

On what date would you be available for work? .....

Which shift are you available for work? ..... First  Second  Third

Have you ever been known by another name? ..... Yes  No

If yes, give name \_\_\_\_\_

WE ARE AN EQUAL OPPORTUNITY EMPLOYER AND A DRUG FREE FACILITY WHICH REQUIRES DRUG AND ALCOHOL TESTING. PRE-EMPLOYMENT DRUG SCREEN REQUIRED.

# EMPLOYMENT EXPERIENCE (10 YEARS WORK EXPERIENCE)

Start with your current or last place of employment. Include any job-related military service assignments and volunteer activities. You may exclude organizations which indicate race, religion, gender, national origin, age, disability or any other legally protected status.

Employer	Dates Employed (Month/Year)		Work Performed
	From	To	
Full Address			
		Hourly Rate/Salary	
		Starting	Final
Telephone Number(s)			
Job Title	Supervisor		
Reason for Leaving			

Employer	Dates Employed (Month/Year)		Work Performed
	From	To	
Full Address			
		Rate of Pay	
		Starting	Final
Telephone Number(s)			
Job Title	Supervisor		
Reason for Leaving			

Employer	Dates Employed (Month/Year)		Work Performed
	From	To	
Full Address			
		Rate of Pay	
		Starting	Final
Telephone Number(s)			
Job Title	Supervisor		
Reason for Leaving			

Employer	Dates Employed (Month/Year)		Work Performed
	From	To	
Full Address			
		Rate of Pay	
		Starting	Final
Telephone Number(s)			
Job Title	Supervisor		
Reason for Leaving			

# EDUCATION

	Name and Address of School	Course of Study or Major	Years Completed	Received Diploma or Degree?
High School				Yes <input type="checkbox"/> No <input type="checkbox"/>
Undergraduate College				Yes <input type="checkbox"/> No <input type="checkbox"/>
Graduate College				Yes <input type="checkbox"/> No <input type="checkbox"/>
Other (Specify)				Yes <input type="checkbox"/> No <input type="checkbox"/>

# ADDITIONAL INFORMATION

List professional, trade, business or civic activities and offices held. *You may exclude memberships which would reveal gender, race, religion, national origin, age, disability or any other legally protected status.*


**Other Qualifications**  
Summarize special job-related skills and qualifications acquired from employment or other experience.


State any additional information you feel may be helpful to us in considering your application.


# PERSONAL REFERENCES

1. _____ ( ) _____	
Name	Phone Number
2. _____ ( ) _____	
Name	Phone Number
3. _____ ( ) _____	
Name	Phone Number



Have you ever pled guilty or “no contest” to, or been convicted of a serious misdemeanor or felony? ..... Yes  No

If yes, please give the date(s) and details: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Answering “Yes” to these questions does not constitute an automatic bar to employment. Factors such as age and time of the offence, seriousness and nature of the violation, and rehabilitation will be taken into account. In answering these questions, do not include the following: (1) minor traffic infractions, (2) convictions for which the record has been sealed or expunged, (3) referrals to or participation in any diversion programs, or (4) marijuana-related offences that occurred over two years ago.

# APPLICANT’S STATEMENT

I give permission to National Enzyme Company to contact all employers listed in this application (except those specifically excluded) for references. I further give permission to all current or previous employers and/or managers or supervisors to discuss my relevant personal and employment history with National Enzyme Company, consent to the release of such information orally or in writing, and hereby release them from all liability and agree not to sue them for defamation or other claims based upon any statements they make to any representative of National Enzyme Company. I further waive all rights I may have under state law to receive a copy of any written statement provided by and of my former employers to National Enzyme Company pursuant to Mo. Rev. Stat. 290.140. I agree to indemnify all past employers for any liability they may incur because of their reliance upon this release. I acknowledge that previous employers, in responding to a request for a reference, may give unfavorable information about me. I hereby release and discharge any former employer and this Company from any liability for retaliation under the Missouri Human Rights Act, Chapter 213, RSMo., and the Federal Civil Rights Act of 1964 and its amendments, 42 U.S.C. 200e. et seq. based upon any information given by a former employer and any actions taken by this Company upon receiving any information from a former employer.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date