

FORD BUSINESS MACHINES, INC.
700 LAUREL DRIVE
CONNELLSVILLE, PA 15425

Toll Free: 800-633-3673/724-628-9050

Fax: 724-628-2722

EMPLOYMENT APPLICATION

Date of Application _____

Name _____
Last First Middle

Address _____
Number Street City State Zip

Telephone _____ Social Security No. _____

If under 18, please list age _____

Position(s) applied for _____

How many hours can you work weekly? _____

Are you available for occasional overtime work? _____

When can you be available for work? _____

TYPE OF SCHOOL	NAME OF SCHOOL	NUMBER OF YEARS COMPLETED	MAJOR & DEGREE
High School			
College			
Bus. Or Trade School			
Professional School			

Professional License, Registration, or Certification _____

Please verify basic computer skills: Word Excel Powerpoint Email Internet

HAVE YOU EVER BEEN CONVICTED OF A CRIME? _____

If yes, explain in detail. _____

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Work Experience Please list your work experience for the past five years beginning with your most recent job held. Attach additional sheets if necessary.

Name of Employer Address City, State, Zip Code Phone Number	Name of Last Supervisor	Employment Dates From To	Pay or Salary
		Last job title	
Reason for Leaving			
List the jobs you held, duties performed, skills used or learned, and any advancements or promotions.			

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Reason for Leaving			
List the jobs you held, duties performed, skills used or learned, and any advancements or promotions.			

May we contact your present employer? _____

Do you have a valid PA driver's license? _____

Have you had any automobile accidents in the past three years? _____ How many? _____

If yes, please explain. _____

Please list at least three references other than relatives who are able to comment on your skills and abilities.

Name _____	Name _____
Position _____	Position _____
Company _____	Company _____
Address _____ _____	Address _____ _____
Telephone _____	Telephone _____
Name _____	Name _____
Position _____	Position _____
Company _____	Company _____
Address _____ _____	Address _____ _____
Telephone _____	Telephone _____

I hereby certify that the foregoing statements are true and correct to the best of my knowledge, and hereby grant FORD BUSINESS MACHINES, INC. permission to verify such answers and investigate all references. I understand that any false statements on this application may be considered sufficient cause for rejection of this application or for dismissal if such information is discovered subsequent to my employment.

If hired, I will be required to supply my birth certificate or other proof of authorization to work in the United States, have a physical examination and/or a drug test, submit to a series of background checks, sign a confidentiality agreement and conflict of interest agreement and abide by its terms. I understand and agree to the information shown above.

I understand that any employment offered to me now or in the future by the Company is for no definite or fixed period of time and may be terminated at any time, with or without notice, and without liability for wages except that earned through the date of termination. I also understand that neither hours of work that may be assigned to me at any time nor any other act or circumstances shall constitute a guarantee of employment.

Signature _____

Date _____

FORD BUSINESS MACHINES, INC. is an equal opportunity employer. Federal and state laws prohibit discrimination in employment practices based on race, color, religious creed, ancestry, age, sex, national origin or non-job related handicap or disability. No question on this application is asked for the purpose of limiting or excluding any applicant's consideration for employment because of his or her race, color, religious creed, ancestry, age, sex, national origin or non-job related handicap or disability.