



Application for Employment

Position applied for: _____ Referred by: _____ Date of application: ___/___/___

Name: _____ Last 4-digits of SSN : _____
 Last First Middle A complete a SSN will be required if hired.

Address: _____
 Street City ST Zip

Home Telephone (_____) _____ Mobile (_____) _____

Have you ever been employed by Edlen before?	Yes	No	If yes, give date(s), position(s) and location(s).
Have you submitted an application or resumé to Edlen before?	Yes	No	If yes, give date(s), position(s) and location(s).
Date available for work: _____	What is your desired salary range? _____		
Are you legally eligible for employment in this country?	Yes	No	(If yes, verification will be required.)
Are you able to meet the attendance requirements of the position?	(Overtime, weekends, etc., when necessary)		Yes No
Have you ever worked in the trade show industry before?	Yes	No	
Please state any current or potential conflicts of interest (personal or business)			

EDUCATIONAL BACKGROUND			
Begin with most recently attended school (please include city and state)	Number of Years Completed	Level of Completion	Course of Study

SKILLS AND QUALIFICATIONS	
Please list any training, skills, licenses and/or certificates that may qualify you as being able to perform job-related functions in the position for which you are applying. Please also list any computer programs and software in which you are proficient.	
_____	Typing WPM _____
_____	10-key by touch?
_____	Yes No



EMPLOYMENT HISTORY*Beginning with your most recent employer, please provide the following information, AND attach your resumé.*

From (Month/Year)	To (Month/Year)	Employer	Telephone
Starting Job Title	Street Address	City	ST Zip
Final Job Title	Summarize the nature of work performed and job responsibilities		
Immediate Supervisor / Title	_____		
May we contact for reference?	Compensation <input type="checkbox"/> Hourly <input type="checkbox"/> Salary		
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> At a later time	Starting \$	Per	Final \$ Per
Reason for leaving			

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<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> At a later time	Starting \$	Per	Final \$ Per
Reason for leaving			

PERSONAL REFERENCES

Please list the name and telephone number of three business/work references who are not related to you and are not previous supervisors. If not applicable, list three school or personal references.

Name	Relationship	Telephone	Number of Years Known

Applicant Statement

I certify that all information I have provided in order to apply for and secure work with the employer is true, complete and correct.

I expressly authorize, without reservation, the employer, its representatives, employees or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, resume' or job interview. I hereby waive any and all rights and claims I may have regarding the employer, its agents, employees or representatives, for seeking, gathering and using such information in the employment process and all other persons, corporations or organizations for furnishing such information about me.

I understand that the employer does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or excusing any applicant from consideration for employment on a basis prohibited by applicable local, state or federal law.

I understand that this application remains current for only 30 days. At the conclusion of that time, if I have not heard from the employer and still wish to be considered for employment, it will be necessary to reapply and fill out a new application.

If I am hired, I understand that I am free to resign at any time, with or without cause and without prior notice, and the employer reserves the same right to terminate my employment at any time, with or without cause and without prior notice, except as may be required by law. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that no supervisor or representative of the employer is authorized to make any assurances to the contrary and that no implied oral or written agreements contrary to the foregoing express language are valid unless they are in writing and signed by the employer's president.

I also understand that if I am hired, I will be required to provide proof of identity and legal authority to work in the United States and that federal immigration laws require me to complete an I-9 form in this regard.

I understand that any information provided by me that is found to be false, incomplete or misrepresented in any respect, will be sufficient cause to (a) cancel further consideration of this application, or (b) immediately discharge me from the employer's service, whenever it is discovered.

DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE APPLICANT STATEMENT

I certify that I have read, fully understand and accept all terms of the foregoing Applicant Statement.

Signature of Applicant _____ Date ____/____/____