

APPLICATION FOR EMPLOYMENT



ANDERSON LOCK

We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, or any other legally protected status. *We maintain a Smoke-Free Environment.*

PLEASE PRINT

Last Name			First Name		Middle Name		Today's Date	
Address		Street		City	State	Zip Code		
Home Phone Number		Cell Phone Number			Social Security Number			
Driver's License Number (required)								

Position Applied For			
How did you learn about us?			
<input type="checkbox"/> Friend	<input type="checkbox"/> Advertisement	<input type="checkbox"/> Relative	
<input type="checkbox"/> Employment Agency	Other (specify) _____		

If you are under 18 years of age, can you provide required proof of your eligibility to work? Yes No

Have you ever filed an application with us before? Yes No
If yes, give approximate date _____

Do any of your friends or relatives work here? Yes No
If yes, state name, relationship and position: _____

Date available for work ____ / ____ / ____

Are you available to work: Full time Part time Temporary

Are you currently on "lay-off" status and subject to recall? Yes No

Can you travel if a job requires it? Yes No

**DO NOT SUBSTITUTE YOUR RESUME FOR INFORMATION REQUIRED ON THIS APPLICATION.
TO BE CONSIDERED FOR EMPLOYMENT AT ANDERSON LOCK, YOU MUST COMPLETE THIS ENTIRE FORM.
WE ARE AN EQUAL OPPORTUNITY EMPLOYER**

EDUCATION			
Name and Location of School:	Course of Study	No. Years Completed	Diploma / Degree
High School:			
Undergraduate College:			
Graduate / Professional:			
Other (specify):			
WORK EXPERIENCE			
Start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, disabilities or other protected status.			
EMPLOYER:	DATES EMPLOYED		JOB TITLE / WORK PERFORMED
Address	From	To	
Phone Number(s)			
Starting Job Title	HOURLY RATE / SALARY		
Supervisor	Starting	Final	
Reason for Leaving			
EMPLOYER:	DATES EMPLOYED		JOB TITLE / WORK PERFORMED
Address	From	To	
Phone Number(s)			
Starting Job Title	HOURLY RATE / SALARY		
Supervisor	Starting	Final	
Reason for Leaving			
EMPLOYER:	DATES EMPLOYED		JOB TITLE / WORK PERFORMED
Address	From	To	
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Address	From	To	
Phone Number(s)			
Starting Job Title	HOURLY RATE / SALARY		
Supervisor	Starting	Final	
Reason for Leaving			
<i>We may contact the employers listed above unless you indicate ones you do not want us to contact.</i>			
Do not contact:	Reason:		
Comments: (Include explanation of any gaps in employment):	What is your desired salary range?		
Have you ever been bonded: Yes No	If yes, with what employers?		
Have you ever been convicted of a crime? Yes No	If yes, describe in full:		

Describe any specialized training, apprenticeship, skills and extra-curricular activities.

Describe any job-related training received in the United States military:

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

Additional Information
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:

Specialized Skills (skills / equipment operated)

Personal / Professional References (Do not include family members or past supervisors.)

Name	Phone Number	Best Time to Call	Occupation
1.			
2.			
3.			

Applicant's Statement

**Signature and dating of this section
is required for application consideration.**

I certify that answers given herein are true and complete.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

I understand that any additional information written on this application other than that which is asked for, will void any consideration of the applicant.

This application for employment shall be considered active for a period of time not to exceed 45 days. Any applicant wishing to be considered employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the employer.

I further understand that overtime hours will be required upon the request of Employer.

Signature of Applicant

Date

Anderson Lock Company

850 East Oakton Street
Des Plaines, IL 60018

(847) 296-1157 FAX (847) 296-9259