



APPLICATION FOR EMPLOYMENT

ERBA is committed to a policy of nondiscrimination and full equity of opportunity, regardless of race, religion, color, disability, marital status, veteran status, sex, age, national origin, political affiliation or belief. We are an equal opportunity employer.

Please complete this application in ink or type and **attach resume**. Mail or deliver to address shown above.

Position Applied For _____ Location _____

Last Name _____ First Name _____ MI _____

Address _____
Street City State Zip Code

Telephone _____ County of Residence _____

Drivers License Number _____ Expiration Date _____

Date of Birth (optional) _____

Are you prevented from lawfully becoming employed in this country because of Visa or immigration status: Yes No Proof of citizenship or immigration status will be required upon employment.

Date available for work _____ What is your desired salary range? _____

List any friends or relatives that work for us _____

Note to applicants: DO NOT ANSWER THE FOLLOWING FOUR QUESTIONS UNTIL YOU HAVE BEEN PROPERLY INFORMED ABOUT THE JOB REQUIREMENTS FOR WHICH YOU ARE APPLYING.

- 1. Do you have any disabilities that would interfere with job performance? (In order that we may reasonably accommodate those disabilities.) _____
- 2. Describe disabilities and specific work limitations _____
- 3. Have you been convicted of a crime that would relate to the position you are applying for? _____
- 4. Have you had an illness in the past five years that would prohibit you from doing this job? _____

Person to be contacted in case of accident or emergency
Name _____ Phone Number _____

Relationship _____ Address _____

EMPLOYMENT HISTORY (Start with present or most recent employment position)

Last or Current Employer (Please supply Supervisor's Name)	Employment Dates		Type of Work/Business Address & Phone	Rate of Pay		Reason for Leaving
	From	To		Start	Finish	

EDUCATION

TYPE OF SCHOOL	NUMBER OF YEARS COMPLETED	NAME AND ADDRESS OF SCHOOL	MAJOR OR FIELD	INDICATE DIPLOMA, CREDIT OR DEGREE

PERSONAL REFERENCES (List persons other than relatives)

FULL NAME	ADDRESS AND PHONE	BUSINESS OR OCCUPATION

VETERANS PREFERENCE

ERBA maintains a Veterans Preference Employment Policy (located in ERBA Employee Manual and Handbook Veterans Preference Employment Policy section) pursuant to Section 15 of The Veterans Preference in Private Employment Act by relying on Department of Defense DD214/215 forms, or their predecessor or successor forms, an applicant's or employee's NGB-22 discharge form or its predecessor or successor form (if a member of the National Guard), and a U.S. Department of Veterans Affairs award letter (if the applicant or employee is claiming a service-connected disability) to establish for such policy.

Mark the box if applicant is claiming Veterans Preference and has provided forms.

I give permission to ERBA in obtaining and verifying employment and personal references necessary to make a hiring decision and hold the Agency and persons giving such references harmless and free of any and all liability that could result from this review process. All information received will be held in strict confidence. Within this permission is authority to the ERBA representative to make investigation of my personal history through any agency or bureau.

CERTIFICATION - I certify that all the statements made by the applicant in this Employment Application are true, complete and correct to the best of my knowledge and belief, and are made in good faith.

Applicant Signature _____ Date Signed _____

Affirmative Action Survey

State and Federal Agencies require periodic reports on the sex, ethnicity, disability and veteran status of applicants. This data is for analysis and affirmative action only. Submission of information is voluntary.

<u>Circle One</u>	<u>Circle One</u>	<u>Circle One</u>
Male	Under 21	White
Female	21 to 59	African American
	60 & Over	Hispanic
		American Indian/Alaska Native
		Asian/Pacific Islander
		Other

Circle If Any Are Applicable

Veteran

Veteran w/Disabilities

Non-Veteran w/Disabilities