



## APPLICATION FOR EMPLOYMENT

*ADENA CORPORATION IS PROUD TO BE A DRUG FREE WORKPLACE*

Name:

(Last)

(First)

(Middle)

Address:

(Number and Street)

Telephone Number:

(City)

(State)

(Zip)

Alternate Number:

Email:

Are you at least 18 years of age?

Yes

No

If you are under 18 years of age, please state your age:

Have you ever applied for a job with the Company before?

Yes

No

Have you ever worked at the Company before?

Yes

No

If yes, when and for how long?

Position for which you are applying:

Other positions you would like to be considered:

What experience or skills qualify you for this position?

The normal working hours of the company vary and encompass different shifts, including Saturdays. Without indicating the need for any absences for religious practices during the normal working hours, are you otherwise available to work during these hours?

Yes

No

Date you could begin working:

How did you hear about us?:



**EDUCATION**

	School Name	Address	Last Year Completed	Did You Graduate?	Diploma or Degree
High School					
College					
Graduate					
Other					

Have you served an apprenticeship?                      Yes                      No

If yes, how long?

Where

Trade

When

**EMPLOYMENT RECORD** (Please list most recent position first)

Dates	Name and Address of Employer	Job Title or Duties	Reason for Leaving
From:			
To:	Telephone:	Supervisor:	
From:			
To:	Telephone:	Supervisor:	
From:			
To:	Telephone:	Supervisor:	
From:			
To:	Telephone:	Supervisor:	



**PERSONAL REFERENCES:** (Not Former Employers or Relatives)

Name and Address	Telephone	Relationship and Years Known

YEARS	EXPERIENCE	YEARS	EXPERIENCE
	Laborer		Dry Wall Finishing
	Rough Carpentry		Concrete Finishing
	Iron Work		Flooring
	Masonry		Finish Carpentry
	Equipment      Type:		
	CDL                      Type:		
	Welding:              Flux Core		Stick
Transportation:	Self		Other, Explain:

**PLEASE READ THE LANGUAGE BELOW CAREFULLY. SHOULD YOU HAVE ANY QUESTIONS REGARDING THIS LANGUAGE, PLEASE SEEK ASSISTANCE PRIOR TO SIGNING THIS DOCUMENT.**

I certify that the information contained in this application is true, accurate and complete. I understand that falsification of this Employment Application in any detail may result in disqualification from further consideration, or, if hired, immediate dismissal without notice from employment. As a condition of employment, I understand that Adena reserves the privilege to thoroughly investigate and verify all information contained in this Employment Application, including but not limited to contacting any of the aforementioned employers, supervisors and references. I agree to indemnify and save harmless Adena from and against any liabilities, claims, attorney fees, costs, causes of action or other liability arising directly or indirectly from, or associated with, this Employment Application.

I agree to conform to the rules and regulations of Adena, and I understand that my employment and compensation can be terminated, with or without cause, and with or without notice, at any time, at the option of either Adena or myself. I further understand that no personnel recruiter or interviewer other than an authorized representative of Adena, has any authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the foregoing.

Date: \_\_\_\_\_

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



## EQUAL EMPLOYMENT OPPORTUNITY INFORMATION

The information supplied below is ***strictly voluntary*** and will in no way affect the processing of your employment status with this company. This information sheet will only be used for statistical purposes. Thank you for your cooperation.

### SEX

Male                      Female                      Prefer not to answer

### RACE

Hispanic or Latino: a person of Cuban, Mexican, Chicano, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.

White: a person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

Black or African American: a person having origins in any of the black racial groups of Africa.

Asian: a person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

Native Hawaiian or Other Pacific Islander: a person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

American Indian or Alaska Native: a person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.

Two or More Races: a person who primarily identifies with two or more of the above race/ethnicity categories.

### DISABILITY

Are you an individual with a physical or mental impairment which substantially limits one or more of your major life activities?

Yes                      No

### VETERAN STATUS

Are you a Veteran?

Yes                      No