



# Newport Laboratories Employment Application

DATE \_\_\_\_\_ Social Security No. \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Name \_\_\_\_\_  
Last First Middle Maiden

Present address \_\_\_\_\_  
Number Street City State Zip

Telephone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Previous address \_\_\_\_\_  
Number Street City State Zip

How long? \_\_\_\_\_

Emergency Contact: (Name, address, phone) \_\_\_\_\_

Are you under 18? \_\_\_\_\_ No \_\_\_\_\_ Yes

How many hours can you work weekly? \_\_\_\_\_

When are you available for work? \_\_\_\_\_

Employment desired:  
\_\_\_\_ FULL-TIME ONLY    \_\_\_\_ PART-TIME ONLY    \_\_\_\_ FULL- OR PART-TIME

Days/hours available to work:  
No preference \_\_\_\_\_ Thursday \_\_\_\_\_  
Monday \_\_\_\_\_ Friday \_\_\_\_\_  
Tuesday \_\_\_\_\_ Saturday \_\_\_\_\_  
Wednesday \_\_\_\_\_ Sunday \_\_\_\_\_

Have you been convicted of a felony within the last 7 years? \_\_\_\_\_ No \_\_\_\_\_ Yes (explain fully) \_\_\_\_\_

Can you produce the documents necessary to verify that you are a citizen of the U.S.; or an alien authorized for employment in the U.S.? \_\_\_\_\_ Yes \_\_\_\_\_ No  
(i.e. U.S. Passport, Social Security Card, Drivers License with photo, etc.) It is the company's policy to hire only authorized workers.

Position applied for \_\_\_\_\_ Salary desired \_\_\_\_\_ (Be specific)

What interested you in this company? \_\_\_\_\_

Are there any other experiences, skills, or qualifications which you feel would especially fit you for work with Prairie Holdings Group?  
\_\_\_\_\_

Have you ever applied for work at any company within Prairie Holdings Group? \_\_\_\_\_ No \_\_\_\_\_ Yes (when) \_\_\_\_\_

Have you ever been employed with any company within Prairie Holdings Group? \_\_\_\_\_ No \_\_\_\_\_ Yes (when and where) \_\_\_\_\_

<u>Type of School</u>	<u>Name of School</u>	<u>Location</u>	<u>Number of Years Completed</u>	<u>Major/Degree</u>
High School	_____	_____	_____	_____
College	_____	_____	_____	_____
Graduate	_____	_____	_____	_____
Technical	_____	_____	_____	_____
Other	_____	_____	_____	_____
Extracurricular Activities/Hobbies	_____			

# EMPLOYMENT HISTORY

## PRESENT OR MOST RECENT EMPLOYER

Name of Company _____	Type of Business _____
Address _____	
Employment Dates (Month & Year) From: _____	To: _____ Reason for Leaving: _____
Position Title _____	Brief Description of Job _____
Supervisor's Name _____	Title _____ Phone Number _____
Starting Salary Per: Year _____ Month _____ Hour _____	Date of Last Increase _____ Amount \$ _____
Present/Final Salary Per: Year _____ Month _____ Hour _____	Bonus/Incentives, etc: Amount \$ _____ Year _____
Reason for Leaving _____ May we contact this employer? _____ Yes _____ No	

## FIRST PREVIOUS EMPLOYER

Name of Company _____	Type of Business _____
Address _____	
Employment Dates (Month & Year) From: _____	To: _____ Reason for Leaving: _____
Position Title _____	Brief Description of Job _____
Supervisor's Name _____	Title _____ Phone Number _____
Starting Salary Per: Year _____ Month _____ Hour _____	Date of Last Increase _____ Amount \$ _____
Present/Final Salary Per: Year _____ Month _____ Hour _____	Bonus/Incentives, etc: Amount \$ _____ Year _____
Reason for Leaving _____ May we contact this employer? _____ Yes _____ No	

## SECOND PREVIOUS EMPLOYER

Name of Company _____	Type of Business _____
Address _____	
Employment Dates (Month & Year) From: _____	To: _____ Reason for Leaving: _____
Position Title _____	Brief Description of Job _____
Supervisor's Name _____	Title _____ Phone Number _____
Starting Salary Per: Year _____ Month _____ Hour _____	Date of Last Increase _____ Amount \$ _____
Present/Final Salary Per: Year _____ Month _____ Hour _____	Bonus/Incentives, etc: Amount \$ _____ Year _____
Reason for Leaving _____ May we contact this employer? _____ Yes _____ No	

## PERSONAL REFERENCES (Not former Employers or Relatives) List Three

Name	Occupation	Address	Telephone Number
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

I certify that the answers given herein are true and complete to the best of my knowledge. I understand that false or misleading facts or omission of information will be grounds for dismissal of employment or rejection of the application. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. I also understand that, if hired, my employment is to be "at will" and that either I or my employer may terminate my employment at any time, with or without cause, unless the "at will" arrangement is modified by a written agreement signed by both me and the CEO of the company.

Date \_\_\_\_\_ Applicant Signature \_\_\_\_\_