



Application For Employment

Prospective employees will receive consideration without discrimination because of race, creed, color, sex, national origin, handicap, or veteran status.

P E R S O N A L	Last Name	First	Middle	Date
	Street Address			Telephone Number ()
	City, State, Zip			Social Security Number
	Position Desired			Pay Expected
	Are you available for full-time work? <input type="radio"/> Yes <input type="radio"/> No If not, what hours can you work? _____			Will you work overtime or out of town? <input type="radio"/> Yes <input type="radio"/> No
	Are you legally eligible for employment in the United States?			Do you have a Drivers License?
	Other special training or skills (languages, machine operation, etc.)			

E D U C A T I O N	School	Name and Location of School	Course of Study	No. of Years Completed	Did You Graduate?	Degree or Diploma
	Graduate				<input type="radio"/> Yes <input type="radio"/> No	
	College				<input type="radio"/> Yes <input type="radio"/> No	
	Business/ Trade/ Technical				<input type="radio"/> Yes <input type="radio"/> No	
	High School				<input type="radio"/> Yes <input type="radio"/> No	



To: All Applicants

In accordance with company policy and the Federal Drug Free Workplace Act of 1998, all applicants are required to undergo testing.

Pre-employment controlled substance testing is required when an *applicant* receives a conditional offer of employment. If an individual's controlled substance test is verified as positive, the applicant's offer of employment will be rescinded. Applicants may obtain the results of the controlled substance tests by requesting them from the Human Resource Office within 60 calendar days of being notified of the disposition of the employment application. Controlled substance testing is done by chemical analysis of an individual's urine.

An individual fails the controlled substance test if there is positive evidence of a controlled substance or drug metabolite in the urine specimen that is at or above the levels listed in federal guidelines. Controlled substances are marijuana, opiates, phencyclidine (PCP), amphetamines, and cocaine. A positive controlled substance test may be verified by the medical review officer (MRO) if it is determined that legally prescribed medication(s), taken under the direction of a physician, is the cause for a positive test.

If an applicant's confirmatory test results are positive, he or she may request one re-analysis of the specimen. The applicant is responsible for payment of all costs associated with the re-analysis.

I have read and understand the requirements of the department's pre-employment controlled substance testing program as described in this form.

Applicant's Printed Name

Applicant's Signature

Date