



EMPLOYMENT APPLICATION

(All new employees will be drug tested)

Instructions: Please print all information and complete every part of this application. Any false, misleading, or incomplete responses may result in disqualification for hire or immediate dismissal from employment.

Position(s) applying for: 1. _____ 2. _____

Date you can start work: _____

PERSONAL INFORMATION

Name: _____
First Middle Last

Home Address: _____
Street Address City State Zip Code

Home Phone: _____ Cell Phone: _____ Email Address: _____

Are you available: Full-time Part-time Temporary Hours
 1st Shift 2nd Shift 3rd Shift

Have you been employed by us before? Yes No If yes, when _____

Are you at least 18 years old? Yes No

Are you color blind? Yes No

Are you a U.S. Citizen or Authorized to work in the U.S.? Yes No

Have you ever been convicted of a felony, or of any crime relating to theft or dishonesty, or involving acts of violence?

Yes No If yes please explain: _____

Note: A conviction record will not necessarily disqualify an applicant from employment. The circumstances of the conviction will be considered in relation to the nature and duties of the job applied for.

PRIOR EMPLOYMENT

1. Employer's Name : _____ Job Title: _____

Dates Employed: _____ to _____ Hourly Wage/Salary: _____

Reason for leaving: _____

2. Employer's Name : _____ Job Title: _____

Dates Employed: _____ to _____ Hourly Wage/Salary: _____

Reason for leaving: _____

3. Employer's Name : _____ Job Title: _____

Dates Employed: _____ to _____ Hourly Wage/Salary: _____

Reason for leaving: _____

EDUCATION AND TRAINING

Name and location of High School: _____ Graduated: Yes No

List technical or trade school, college, and post-graduate education, if any.

School / College:	Level Completed:	Degree:	Major Subjects:
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____

OTHER SKILLS

Describe any computer, office machine, tool or equipment skills and proficiency level.

Describe any other special skills or qualifications which may help you in the position applied for.

List all professional licenses or certificates held, the license or certificate type, date issued, and number.

REFERENCES

List three personal references, other than friends or relatives, whom we can contact.

1. Name: _____ Phone Number: _____ How long known: _____
2. Name: _____ Phone Number: _____ How long known: _____
3. Name: _____ Phone Number: _____ How long known: _____

By signing below, I certify that the answers and information set out above are true, accurate and complete to the best of my knowledge. I acknowledge that if any answer or information is not true, accurate or complete, I may not be hired, or if hired, I may be discharged. I authorize Endicott Clay Products Co. to investigate all statements contained in this application for employment and to investigate my character and qualifications.

I understand that this application is not a contract of employment. I also acknowledge that no oral representations have been made, and that no one within Endicott Clay Products Co. has the authority to make oral contracts of employment. If hired, my employment relationship with Endicott Clay Products Co. is terminable at-will, with or without cause, by either myself or Endicott Clay Products Co.

I also understand that my employment will be conditioned upon successfully completing a drug, and color blind test.

I understand and agree to all of the conditions and statements set forth above, and throughout this application.

Attached to this job application is a job description of the duties of the job for which I am applying. I certify I have read the attached job description and can meet all of the essential duties of this job.

Applicants Signature

Date

Applications may be sent to Endicott Clay Products Co., Attn: Judy Brahm at P.O. Box 17, Fairbury, NE 68352, emailed to judyb@endicott.com, submitted through endicott.com, or visit us at the corporate office at 57120 707th Road, Endicott, NE 68350.