



**Walco International, Inc.**  
**APPLICATION FOR EMPLOYMENT**

**Instructions**

Walco International, Inc. is an Equal Opportunity Employer. Walco International, Inc. does not discriminate because of race, color, religion, sex national origin, age or other protected classification.

Walco International, Inc. complies with the American with Disabilities Act of 1990. If you need assistance completing this application, please ask a Walco representative.

Be sure you read all instructions carefully. Please print in dark ink. Complete all three pages of this statement and sign your name on the reverse. Incomplete applications will not be considered. Applications will be kept on file for a period of three months.

**A. Personal Information**

Applicant Name (Last, First, MI): \_\_\_\_\_ Social Security # \_\_\_\_\_

Present Street Address: \_\_\_\_\_ Apartment #: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Previous Street Address (within last 7 years): \_\_\_\_\_ Apartment #: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone (include area code): \_\_\_\_\_

Are you legally allowed to remain and work in the United States for indefinite period of time?  Yes  No

Date available for Work: \_\_\_\_\_

Have you ever been convicted of a felony?  Yes  No

If yes, please explain: \_\_\_\_\_

How did you hear about Walco? \_\_\_\_\_

Have you filed an application here before?  Yes  No If yes, give date: \_\_\_\_\_

Have you ever been employed here before?  Yes  No If yes, give dates: From: \_\_\_\_\_ To: \_\_\_\_\_

Are you willing to travel?  Yes  No Will you relocate if the job requires?  Yes  No

**B. Educational Background**

**A.** List the last three schools attended indicating city and state starting with the most recent. **B.** List the number of years completed. **C.** Indicate your degree or diploma earned, if any. **D.** Grade Point Average or Class Rank. **E. & F.** Major and Minor field of study (if applicable).

A. School (City & State)	B. Years Completed	C. Degree/ Diploma	D. GPA/Class Rank	E. Major	F. Minor

**HUMAN RESOURCES USE ONLY**

Date Received by Corporate: \_\_\_\_\_ Received by: \_\_\_\_\_

Date Processed: \_\_\_\_\_ Processed by: \_\_\_\_\_

**C. Employment History**

List your last three employers or assignments starting with the most recent including any military experience. Explain any gaps in employment in the comments section below.

Employer	Telephone (with area code)	Dates Employed From      To	Summarize the nature of the work performed and job responsibilities:
Address			
Job Title		Hourly Rate/ Salary Starting	
Immediate Supervisor and Title			
Reason for Leaving		Hourly Rate/ Salary Final	
May we contact this employer for a reference? <input type="checkbox"/> Yes <input type="checkbox"/> No		If not, why?	

Employer	Telephone (with area code)	Dates Employed From      To	Summarize the nature of the work performed and job responsibilities:
Address			
Job Title		Hourly Rate/ Salary Starting	
Immediate Supervisor and Title			
Reason for Leaving		Hourly Rate/ Salary Final	
May we contact this employer for a reference? <input type="checkbox"/> Yes <input type="checkbox"/> No		If not, why?	

Employer	Telephone (with area code)	Dates Employed From      To	Summarize the nature of the work performed and job responsibilities:
Address			
Job Title		Hourly Rate/ Salary Starting	
Immediate Supervisor and Title			
Reason for Leaving		Hourly Rate/ Salary Final	
May we contact this employer for a reference? <input type="checkbox"/> Yes <input type="checkbox"/> No		If not, why?	

Comments (including explanation of any gaps in employment): \_\_\_\_\_

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**D. Personal References**

List name and telephone number of three business/work references who are not related to you and are not previous supervisors. If not applicable, list three school or personal references who are not related to you.

Reference Name, City and State	Telephone (with area code)	Years Known

**E. Skills and Qualifications**

Summarize any special training, skills, licenses, certificates and/or characteristics of yourself that may qualify you as being able to perform job-related functions for the position(s) you are applying.

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List any special accomplishments, publications and/or awards (exclude information which would reveal sex, race, religion, national origin, age, color, disability or other protected status).

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List or summarize any additional information you would like us to consider.

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**Please read the following statements carefully, as they represent matters of importance to both you and Walco International, Inc. in connection with this application.**

I understand and agree that:

1. I hereby declare that all statements contained in this application and other forms provided to Walco International, Inc. are true and accurate and understand that any misrepresentation, deliberate falsification, or omissions of fact in my application, resume or other materials will be justification for refusal of employment, or if employed, termination from Walco International, Inc. employment.
2. I authorize Walco International, Inc. and agents/designated company personnel to check my references and background as they may pertain to business necessity. I further authorize the company to contact my former employer(s) and any provided references or other persons who can verify information. I give my consent for former employer(s) and other contacted persons to respond to questions pertaining to information about my employment. Further, I release from liability for such former employer(s) or other person(s) contacted by and providing information to Walco International, Inc. or its client firm.
3. Walco International, Inc. is a Drug Free Workplace. As a condition of employment, a pre-employment drug screen is required. I authorize and give full permission to have Walco International, Inc. and/or their medical physician send a specimen of my urine and/or blood to a laboratory for screening for the presence of illegal drugs, alcohol, or prescription medication taken without a prescription. I understand that my failure to comply with this agreement will be grounds for denial of employment. Walco International, Inc. will also require a drug screen whenever an on-the-job accident or injury is reported, and in compliance with other state or federal requirements.
4. Nothing in this statement is intended to imply or create an employment relationship or contract for employment. I understand that if employed, my employment is at will and not for any fixed period of time and may be terminated by Walco International, Inc. or me at any time.

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