



Standard Employment Application

We are an equal opportunity employer. As required by law, we do not discriminate on the basis of race, color, creed, religion, age, sex, national origin, disability, ancestry or any other trait protected by law. If you need accommodation in the application process, please contact our Human Resource Analyst at resume@mail.wallisco.com.

Application Information

Date _____

How did you learn about us? (Please check, as applicable and explain):

- Ad _____
- Website _____
- Employee Referral _____
- Agency _____
- School _____
- Professional Assoc. _____
- Other _____

Full Name _____
(Please print) Last First Middle

Address _____
Street City State Zip

Email Address _____ Primary Telephone Number () _____

Cell/Pager/Other number () _____ Social Security #: _____

Are you at least 18 years of age? Yes No Can you provide proof? Yes No

Have you ever worked for or applied to Wallis Companies? Yes No
If yes, please explain and provide date(s) _____

Do you know any Wallis Company employees? Yes No
If yes, please give name(s) and relationship to you _____

Can you provide required verification of your eligibility to work in the United States? Yes No

Have you ever been convicted of, plead guilty to, nolo contendere or no contest to, or otherwise been found guilty (including a suspended imposition of sentence) of, any criminal offense? Yes No
If yes, please explain: _____
(Answering yes is not automatic disqualification from consideration from employment)

Minimum Salary Requirement: \$ _____ Hour Week Year for a Full-time Part-time position

Availability

If you were offered a position, what date would you be available to start work? _____

Are there any specific days or times that you could not work? Yes No
If yes, please list days/times you could not work: _____

Wallis Companies expects all employees to work as scheduled. Can you satisfy, with or without reasonable accommodation of any disability, this requirement? Yes No

Can you work "on call" or longer hours than normal if it is required? Yes No

If the position requires driving a company vehicle, can you provide verification of valid driver's license? Yes No

Can you travel if it is required? Yes No

Can you work at more than one location if it is required? Yes No

Record of Employment

List all prior employment. List employers in reverse order, starting with the most recent. Add another sheet as necessary.

(Include Military Service)

May we contact your current employer? **Yes** **No**

| | | | |
|---------------------------------|-------------------------|--------------------|-----------|
| Current or Last Employer | | Address | Telephone |
| Date Started | Starting Base Salary \$ | Starting Position | |
| Date Left | Ending Base Salary \$ | Ending Position | |
| Name and Title of Supervisor | | | |
| Description of Duties | | Reason for Leaving | |
| Previous Employer | | Address | Telephone |
| Date Started | Starting Base Salary \$ | Starting Position | |
| Date Left | Ending Base Salary \$ | Ending Position | |
| Name and Title of Supervisor | | | |
| Description of Duties | | Reason for Leaving | |
| Previous Employer | | Address | Telephone |
| Date Started | Starting Base Salary \$ | Starting Position | |
| Date Left | Ending Base Salary \$ | Ending Position | |
| Name and Title of Supervisor | | | |
| Description of Duties | | Reason for Leaving | |

Check if additional paid or unpaid work experience is attached
 (Omit any volunteer work that would indicate your race, color, creed, religion, age, sex, ancestry or disabilities)

Please explain any gaps in work history: _____

Have you ever been discharged or asked to resign from a job? Yes No
 If yes, please explain: _____

Education/Training

High School

| | | | | |
|---------------------------|---|---|-----------|---|
| Number of Years Completed | <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 | Diploma: <input type="checkbox"/> Yes <input type="checkbox"/> No | OR | GED: <input type="checkbox"/> Yes <input type="checkbox"/> No |
| School | City/State | | | |

College and/or Vocational Schools

| | | | | |
|---------------------------|--|---|-----------|---|
| Number of Years Completed | <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> More than 4 | Diploma: <input type="checkbox"/> Yes <input type="checkbox"/> No | OR | GED: <input type="checkbox"/> Yes <input type="checkbox"/> No |
| School | City/State | | | |
| Major | Degree Earned | Date | | |

College and/or Vocational Schools (cont.)

| | | | | |
|---------------------------|--|---|-----------|---|
| Number of Years Completed | <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> More than 4 | Diploma: <input type="checkbox"/> Yes <input type="checkbox"/> No | OR | GED: <input type="checkbox"/> Yes <input type="checkbox"/> No |
| School | City/State | | | |
| Major | Degree Earned | Date | | |

Other Degree, Diploma or Certification

| | | | | |
|--------|----------------------------|-------|--|--|
| School | City/State | | | |
| Course | Degree/Diploma/Certificate | Date: | | |

Additional Skills/Accomplishments

Other Skills: Computer Software _____
 Equipment _____
 Miscellaneous _____

Awards: _____

Professional affiliations or memberships: _____

References

Please provide contact information on three individuals, other than family members, who could tell us something about your suitability for work (*examples: supervisors or co-workers, teachers, counselors, community or other volunteer service leaders, colleagues, etc.*)

Name _____ Relationship _____
Telephone () _____ E-mail _____ How long have you known? _____

Name _____ Relationship _____
Telephone () _____ E-mail _____ How long have you known? _____

Name _____ Relationship _____
Telephone () _____ E-mail _____ How long have you known? _____

Skill tests, personality, integrity or other assessments, background checks and a drug test may be required.

Certification and Authorization

By submitting this application, I certify that the information on this application is true and complete to the best of my knowledge. I understand and agree that any misrepresentation or omission on this application may result in either rejection of my application or, if hired, dismissal whenever it is discovered. I authorize Wallis Companies and/or its agents to investigate, directly or indirectly, all statements contained on this application. I also authorize the references, employers, educational institutions, others listed and any other person/entity with any information about me to release any such information to Wallis Companies and/or its agents. I also release all such parties as well as Wallis Companies and its agents from any and all liability or damage that may result from seeking, furnishing or using such information in connection with my applying for employment, employment with Wallis Companies, or any legal obligation. I understand and agree that, if I am hired, I must comply with the rules and policies of Wallis Companies which exist when I am hired or which may come into existence during the course of my employment. I also understand and agree that, if I am hired, my employment will be for no definite period and may, regardless of the date of payment of my compensation, be terminated by me or Wallis Companies at any time, for any or no reason, with or without notice. No representation to the contrary is valid unless in writing, setting a definite term of employment, and signed by the President of Wallis Companies.

I have been advised that a job offer for some positions is conditioned on the applicant passing, to Wallis Companies satisfaction, a pre-employment drug/alcohol test. I have been advised and agree that no handbook, manual, policy and/or procedure of Wallis Companies is intended or should be construed as contractual in nature.

I certify that I have read, understand and will adhere to the foregoing statements.

Signature _____ Date _____