



Burnham Commercial is an equal opportunity employer and does not discriminate against otherwise qualified applicants on the basis of race, color, religion, sex, national origin, age (over 40), disability or veteran status.

PERSONAL *(Incomplete information could disqualify you from further consideration)*

Name: _____
(Last) (First) (Middle)

Address: _____
(Number & Street) (City) (State) (Zip)

Home Telephone: _____ Cellular Telephone: _____

Are you eligible to work in the U.S.? Yes No Are you 18 years of age or older? Yes No

During the last 10 years, have you ever been convicted of or pled guilty or no contest to a felony or misdemeanor?
 Yes No

(A conviction will not necessarily automatically disqualify you for employment. Rather, such factors as age and date of conviction, seriousness and nature of the crime, and rehabilitation will be considered.)

If Yes, please provide details (dates, offenses and location for all convictions).

EMPLOYMENT DESIRED

Position Desired _____

Salary Desired \$ _____ Date you can start? _____

Are you currently employed? Yes No May we contact your current employer? Yes No

If currently employed, why are you considering leaving? _____

Are you available to work: Days Nights Weekends

Do you have means of transportation to ensure that you will be able to regularly arrive for work on time?
 Yes No

Are you currently on layoff and subject to recall by any employer? Yes No

REFERRAL SOURCE

How did you hear about us? Online Newspaper Agency Referral Other

Have you ever worked for this company before? Yes No If Yes, when? _____

Do you have any relatives or friends who work for the Company? Yes No
If so, Who? _____

EDUCATION

	Name of School City & State	Course of Study	No. of Years Completed	Diploma or Degree Received
High School				
College				
Vocational/ Trade School				
Graduate Work				
Other				

Have you completed any special courses, seminars and/or training that would enable you to perform the position for which you are applying? ___ Yes ___ No If Yes, Please describe:

EMPLOYMENT: (Start with present or most recent position.)

From	To	Employer Name	Telephone ()
Job Title		Address	
Immediate Supervisor		Nature of Duties	
Reason for Leaving		Starting Salary \$	Ending Salary \$

From	To	Employer Name	Telephone ()
Job Title		Address	
Immediate Supervisor		Nature of Duties	
Reason for Leaving		Starting Salary \$	Ending Salary \$

From	To	Employer Name	Telephone ()
Job Title		Address	
Immediate Supervisor		Nature of Duties	
Reason for Leaving		Starting Salary \$	Ending Salary \$

From	To	Employer Name	Telephone ()
Job Title		Address	
Immediate Supervisor		Nature of Duties	
Reason for Leaving		Starting Salary \$	Ending Salary \$

Have you ever been discharged or asked to resign from a job? ___ Yes ___ No If Yes, Explain:

Explain any gaps in work history: _____

REFERENCES: Give the names of three (3) persons not related to you, whom you have know for at least three (3) years.

Name	Telephone	Email	Company	Years Acquainted
1.				
2.				
3.				

Please read carefully before signing.

I understand that neither the completion of this application nor any other part of my consideration for employment establishes any obligation for the Company to hire me. If I am hired, I understand that either the Company or I can terminate my employment at any time and for any reason without prior notice consistent with applicable state or federal laws or the collective bargaining agreement (if applicable). I understand that no representative of the Company has the authority to make assurance to the contrary.

I understand that should an employment offer be extended to me and accepted that I will fully adhere to the policies, rules and regulations of employment of the Company. I understand that the Company has the right to unilaterally change, amend or modify any policies, rules and regulations or procedures it deems necessary with or without notice at any time.

I understand that the Company will thoroughly investigate my work and personal history and verify all data given on this application, on related papers, and in interviews. I authorize all individuals, schools, and firms named therein, except my current employer if so noted, to provide any information requested about me, and I release them from all liability for damage in providing this information.

I hereby certify that all information provided herein or in connection with any examination or interview are true and correct and understand that falsification or material omission shall be sufficient cause for dismissal or refusal of employment.

Signature

Date

THIS APPLICATION IS VALID ONLY FOR 60 DAYS FROM THE DATE SIGNED OR DATED ABOVE.

FOR COMPANY USE ONLY

EMPLOYMENT CHECKS:

Company/ Personal Reference	Reference Date	Remarks

Date of Interview: _____

Human Resources Comments:

Interviewer: _____

Supervisor Comments:

Interviewer: _____

Other Interviewer Comments:

Interviewer: _____