

# APPLICATION FOR EMPLOYMENT



*Supply Company, Inc. is an Equal Employment Opportunity employer.*  
**Thank you for your interest in employment opportunities with us!**

Agar Supply Company, Inc. considers all applicants for employment without regard to race, color, religion, sex, national origin, age, handicap, or disability, sexual orientation, or status as a Vietnam-era or special disabled veteran in accordance with federal law. In addition, Agar Supply Company, Inc. complies with applicable state and local laws prohibiting discrimination in employment in every jurisdiction in which it maintains facilities. Agar Supply Company, Inc. also provides "reasonable accommodations" to qualified individuals with disabilities, in accordance with the Americans With Disabilities Act and applicable state and local laws. This application will be given complete consideration, but its receipt does not imply that the applicant will be employed. If more space is needed to complete information requested, you may use the back of this application or attach an additional sheet of paper.

Position you are applying for \_\_\_\_\_ Date you completed this application \_\_\_\_\_

Date you can start \_\_\_\_\_ Salary/wage you desire: \_\_\_\_\_

Are you over the age of 18? Yes  No  If **not over** 18, state your age: \_\_\_\_\_

Type of schedule you desire? Full Time  Part Time  If part time, specify days and hours: \_\_\_\_\_

Are you willing to work overtime as necessary? Yes  No  Weekends as necessary? Yes  No

Can you work days? Yes  No  Nights? Yes  No

Name \_\_\_\_\_ Social Security No. \_\_\_\_\_

Current Address: Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

E-mail address \_\_\_\_\_ Cell phone (\_\_\_\_) \_\_\_\_\_

Telephone No. Day (\_\_\_\_) \_\_\_\_\_ Evening (\_\_\_\_) \_\_\_\_\_

State name(s) of any relative(s) employed by Agar Supply Company, Inc. and your relationship to them: \_\_\_\_\_ Driver's license #, State issued in, and expiration date \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Have we ever employed you? Yes  When? \_\_\_\_\_ Where? \_\_\_\_\_ No

Did anyone refer you to Agar Supply? Yes  Who? \_\_\_\_\_ No

How did you learn (source) about Agar Supply? (If paper, list specific paper) \_\_\_\_\_

Federal laws require that employers hire only individuals who are authorized to be lawfully employed in the United States. In compliance with such laws, Agar Supply Company, Inc. will verify the status of every individual offered employment with the company. In this connection, all offers of employment are subject to verification of the applicant's identity and employment authorization upon employment.

Do you have the legal right to work and remain in the United States? Yes  No

Are you capable of satisfactorily performing, in a reasonable and safe manner, the activities involved in the position for which you have applied? Yes  No  If no, explain below:

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Have you previously applied for employment at Agar Supply Company? Yes  No  If so, when? \_\_\_\_\_

Do you have any commitments to another employer, including a non-compete/restrictive covenant, which might affect your employment/schedule with our company?

Yes  No  If yes, explain below:

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Have you ever been convicted of a felony? \* Yes  No

*A yes answer does not automatically disqualify you from employment.*

If yes, state nature of offense, when, where, and disposition:

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Have you been released from prison (felony offenses only) in the past 10 years? Yes  No

If yes, state nature of offense, when, where, and disposition:

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*\*(MA only) An applicant for employment with a sealed record on file with the commissioner of probation may answer "no record" with respect to an inquiry herein relative to prior arrests, criminal court appearances or convictions. In addition, any applicant for employment may answer "no record" with respect to any inquiry relative to prior arrests, court appearances and adjudications in all cases of delinquency or as a child in need of services which did not result in a complaint transferred to the superior court for criminal prosecution*

**RECORD OF EDUCATION** (List highest education first)

SCHOOL	ADDRESS	Course of Study	Years Completed	Did You Graduate? (Y/N)	Degree Received

**PRIOR WORK HISTORY** - List in order, most recent employer first. Account for any gaps in your employment; you must list any unemployment periods. *In describing experience, you may include any work performed on a volunteer basis.*

**This section *must* be completed in addition to any resume submitted**

Dates To/From	Employer Name, Full Address and Telephone #	Position (s) You Held	Supervisor's Name and Title	Reason for Leaving	Salary Begin/ To End
To: _____ From: _____					\$ \$
To: _____ From: _____					\$ \$
To: _____ From: _____					\$ \$
To: _____ From: _____					\$ \$

**PROFESSIONAL REFERENCES** (*excluding friends and relatives*) Three are required. References may be contacted.

Name/Occupation	Dates known	Address	Telephone #
			( )
			( )
			( )

Describe in detail the work you performed for the two most recent employers listed above. (If you need more room to complete your prior work history, use the back of this application.) Please explain any gaps in your employment.

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Describe the elements of your work experiences that you liked the most and the least.

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List your skills that you believe are related to the job for which you are applying:

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Are there any other experiences, skills, or abilities that you feel especially qualify you for the position you have applied for?

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Have you ever served in the U.S. Armed Forces?

Yes

No

List duties in the Service, including special training that is relevant to the position for which you have applied.

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**PRE-EMPLOYMENT INFORMATION AND STATEMENTS**

Please read carefully and initial each paragraph before dating and signing this application

- I understand and agree that: the information that I have provided on this application is true and complete to the best of my knowledge. Any misrepresentation or omission of any fact in my application, resume, or other materials, or during any interviews, can be justification for refusal of employment, or, if employed, termination from Agar Supply Company, Inc. I agree to immediately notify the company if I should be convicted of a felony while my job application is pending or during my period of employment if hired.

\_\_\_\_\_Initials

- Agar Supply Company, Inc. hereby notifies you that, as part of the employment application process, it may obtain a "consumer report" about you. Under the federal Fair Credit Reporting Act (FCRA), the term "consumer report" means any written, oral or other communication of any information by a consumer reporting agency bearing on an individual's credit worthiness, credit standing, credit capacity, character, general reputation, personal characteristics, or mode of living. In addition, you will receive a copy of your rights under the FCRA. *You will receive a separate notice of this section.*

\_\_\_\_\_Initials

- Agar Supply Company, Inc. hereby notifies you that, as part of the employment application process, it may obtain a "investigative consumer report" about you. Under the federal Fair Credit Reporting Act (FCRA), the term "investigative consumer report" means any written, oral or other communication of any information by a consumer reporting agency bearing on an individual's credit worthiness, credit standing, credit capacity, character, general reputation, personal characteristics, or mode of living, in which information on these qualities is obtained through personal interviews with neighbors, friends, associates or acquaintances of yours. You have the right, on written request, to receive a complete and accurate disclosure of the nature and scope of the investigation that was requested. In addition, you will receive a copy of your rights under the FCRA. *You will receive a separate notice of this section.*

\_\_\_\_\_Initials

- I understand that it is unlawful in Massachusetts to require or administer a lie detector test as a condition of employment or continued employment. An employer who violates this law shall be subject to criminal penalties and civil liability.

\_\_\_\_\_Initials

- In consideration of Agar Supply Company, Inc.'s (the Company's) evaluation of my suitability for employment, I authorize the Company to contact any individuals, current or former employers, listed references, or schools that the Company, in its sole discretion, believes may have relevant information regarding my suitability for employment. I agree not to assert any claims or causes of action against the Company, its agents, employees, or any individual or entity contacted by the Company in connection with the Company's investigation of me. I further release and discharge the Company, its agents, employees, or the individuals or entities contacted by the Company as part of its investigation, from any and all claims, demands, damages, actions, causes of actions or suits of any kind or nature arising from the Company's investigation of my credentials.

\_\_\_\_\_Initials

- Any offer of employment I may receive from Agar Supply Company is contingent upon my successful completion of the company's total pre-employment screening process, including Agar receiving references that it considers satisfactory, and my satisfactory completion of any post offer pre-employment medical examination that the company may require. I also agree, if employed, to submit to a medical examination at any time at the company's request. I hereby consent to have the results of any post offer pre-employment or post employment medical exams I may be required to take disclosed to Agar.

\_\_\_\_\_Initials

- I understand that as a condition of employment, I may be required to undergo and successfully pass a screening for alcohol and/or drugs. I also understand and agree that, if employed, I may be required to undergo and successfully pass a screening for alcohol and/or drugs at any time at the discretion of Agar Supply Company. I hereby consent to having the results of any alcohol or drug screening I may be required to undergo disclosed to Agar Supply Company.

\_\_\_\_\_Initials

- I understand that if Agar Supply Company terminates my employment for dishonesty, breach of trust, or any criminal acts the authorities may be notified and I may be criminally prosecuted. I also understand that, if hired, I may not hold other employment, nor engage in sales, investments or other activities that create a conflict of interest with my position with the company.

\_\_\_\_\_Initials

- By my signature below, I agree to comply with the policies, rules, regulations, and procedures of Agar Supply Company, and understand that my employment and compensation can be terminated with or without cause of notice, at any time, at either the option of either the company or myself. I further understand that no manager or representative of the company, other than the Chief Executive Officer has any authority to enter into any agreement with me for employment for any specified period of time or to make any agreement different from or contrary to the foregoing. I further understand that any such agreement, if made, shall not be enforceable unless it is in writing and signed by me and by the Chief Executive Officer of the company.

\_\_\_\_\_Initials

*I understand that this application does not, by itself, create a contract of employment. I understand and agree that, if hired, my employment is for no definite period of time, and may, regardless of the date of payment of my wages or salary, be terminated at any time.*

\_\_\_\_\_Initials

Signature \_\_\_\_\_ Date \_\_\_\_\_

*Please ensure that all parts of this application are completed and accurate. Incomplete applications will not be considered.*

**Again, thank you for your interest in employment opportunities with us.**

