



APPLICATION FOR EMPLOYMENT
AN EQUAL OPPORTUNITY EMPLOYER

Instructions: It is important that you answer all questions on this application fully and accurately. If an item does not apply to you, or if there is no information to be given, please write in the letters "N.A." for Not Applicable. Please print in ink or type.

No Problem!!! Services considers all applicants for employment without regard to race, color, religion, ethnic affiliation, sex, national origin, age, physical handicap, or veteran status, or any other protected status or classification in accordance with state and federal laws. No Problem!!! Services also provides "reasonable accommodations" to qualified individuals with known disabilities, in accordance with the Americans with Disabilities Act.

Position Applying for: _____ Date: _____

PERSONAL INFORMATION:

Name: _____ Social Security # _____
Last First Middle

Address: _____ Telephone # _____
Number & Street City State Zip Home

Are you over the age of 18? - Yes If not, state your age _____ Telephone # _____
- No :

Position applying for: _____ Salary desired _____

Type of work you will accept: - Full-time - Part-time - Temporary - Shift Work - Night Work - Weekends

Date available to start work: _____ Are you willing to work overtime as necessary - Yes - No

Have you ever been employed by No Problem!!! Services? Yes No. If yes, position held? _____

Do you have relatives working for No Problem!!! Services? Yes No. If yes, whom?

_____ Relationship _____

CITIZENSHIP:

Are you a U. S. Citizen? Yes No. If no, do you have the legal right to work in the United States? Yes No

It will be necessary to submit documents as required by law to verify your identification and employment authorization upon employment.

MILITARY: Have you ever served in the U.S. Armed Forces? Yes No

If yes, give dates of service and type of discharge: _____

List duties in the service including special training that is relevant to the position for which you are applying:

EDUCATION AND TRAINING:

Your educational record will be considered only to the extent that it is relevant to the position sought. High School Diploma or GED (Graduate Equivalency Diploma) and college transcript(s) are required for verification of education prior to employment.

High School Graduate? Yes No GED? Yes No If GED, from what agency? _____

Circle the highest grade completed: Grade School High School College Graduate School
 1 2 3 4 5 6 7 8 9 10 11 12 1 2 3 4 1 2 3 4

| Name and Address of School(s) Attended: | Dates Attended (From-To) | Number of Sem. Hrs. Completed | Did you Graduate? | Type of Diploma or Degree | Major Subject |
|---|--------------------------|-------------------------------|-------------------|---------------------------|---------------|
| High School | N.A. | N.A. | | | |
| College | | | | | |
| Graduate School | | | | | |
| Business, Trade or Other | | | | | |

Computer Skills: Word, Excel, PowerPoint, Quickbooks, etc.

Machines or Equipment Operated:

Special licenses or Registrations:

Please list any additional training, technical skills or professional knowledge that would support your application:

DRIVING AND CONVICTION RECORD:

Your driving record will only be considered to the extent you will be driving city vehicles or doing city business in your personal vehicle:

 Driver's License Number State Expiration Date

Check Type of License Held:

- A-CDL
- B-CDL
- CLASS C

Have you been issued a citation for any moving traffic violation(s) within the past three years for which you were convicted, served probation, took deferred adjudication or attended driving school? Yes No. If yes, please complete the following and attach additional sheets if necessary:

| | | |
|-----------------|---------------|-------------------|
| _____ Charge | _____ Date | _____ Location |
| _____ Charge | _____ Date | _____ Location |

Have you ever been convicted of a crime other than a Class C traffic offense? Yes No

If yes, please complete the following and attach additional sheets if necessary: (Note: Conviction will not automatically exclude you from employment.)

| Charge | Date | Location |
|--------|------|----------|
| | | |

EMPLOYMENT HISTORY: List your employment experience, beginning with your current or last position and work back. Include military experience and account for periods during which you were unemployed. This page may be copied if additional space is needed to account for all employment in the last ten (10) years.

Presently employed? Yes No. If yes, may we contact your present employer? Yes No

EMPLOYER: _____ Dates of Employment: From ____/____ to ____/____

Address: _____ Telephone No. _____
Number & Street City State Zip

Title _____ Starting Salary _____ Ending Salary _____

Supervisor's Name _____ Supervisor's Title _____

Describe Your Duties _____

Reason for Leaving or Wanting to Leave _____

EMPLOYER: _____ Dates of Employment: From ____/____ to ____/____

Address: _____ Telephone No. _____
Number & Street City State Zip

Title _____ Starting Salary _____ Ending Salary _____

Supervisor's Name _____ Supervisor's Title _____

Describe Your Duties _____

Reason for Leaving or Wanting to Leave _____

EMPLOYER: _____ Dates of Employment: From ____/____ to ____/____

Address: _____ Telephone No. _____
Number & Street City State Zip

Title _____ Starting Salary _____ Ending Salary _____

Supervisor's Name _____ Supervisor's Title _____

Describe Your Duties _____

Reason for Leaving or Wanting to Leave _____

Please explain any lapses in employment history: _____

Have you been fired or asked to resign from any job within the past ten (10) years?

Yes No If yes, explain: _____

REFERENCES: List three (3) references, excluding relatives, former or present employers, and fellow employees

| Name and Occupation | Address | Dates Known | Telephone # |
|---------------------|---------|-------------|-------------|
| 1. _____ | | | |
| 2. _____ | | | |
| 3. _____ | | | |

ADDITIONAL INFORMATION: In the space below, you may provide any additional information that you feel may be helpful to No Problem!!! Services in arriving at a decision concerning your qualifications for employment.

PLEASE READ CAREFULLY BEFORE SIGNING

PRE-EMPLOYMENT STATEMENT

I certify that the statements made by me in this application are true, complete, and correct to the best of my knowledge and are made by me in good faith. I understand that any falsification, misrepresentation or omission of facts in this application may be cause for my elimination from consideration for hire or, if already hired, cause for my dismissal, regardless of the time that elapses before such false information is discovered.

I understand that all applicants chosen for employment may be asked to undergo a medical examination, including a drug screen, and other job related testing, given at No Problem!!! Services's expense.

I understand and agree that employees are "at-will" and employment with No Problem!!! Services is for no definite period of time and that wages, benefits, and conditions of employment can be changed at any time.

I understand that consideration of my employment in this position is contingent upon the results of a reference and background check.

APPLICANT'S SIGNATURE _____ Date _____

No Problem!!! Services

DRUG-FREE WORKPLACE POLICY

To maintain a drug-free workplace, No Problem!!! Services prohibits the unlawful manufacture, distribution, dispensing, possession, use or presence of being under the influence of illegal drugs, alcoholic beverages, and/or possession of paraphernalia in the workplace during working hours, or in a Company vehicle. In addition, No Problem!!! Services requires that all applicants submit to a drug screen as part of the pre-employment physical.

DRUG TEST REQUIREMENTS

A job applicant who refuses to submit to drug testing within two hours after required by No Problem!!! Services may be automatically rejected as a job applicant.

A refusal to sign all forms associated with the testing process shall be considered to be a refusal to take a drug test. Any action taken by the job applicant which can reasonably be construed as an attempt to tamper with a urine sample or any part of the testing process will be grounds for automatic rejection of a job applicant.

A job applicant may be rejected if the job applicant submits a urine sample which tests positive for the presence of drugs above allowable levels.

No Problem!!! Services will not use a positive test result for drugs found to refuse to employ a job applicant unless the positive result is verified by an analytical technique different from the original analysis.

It is the policy of No Problem!!! Services that the most accurate methods reasonably available should be employed for initial drug analysis of samples and subsequent verification of a positive result.

The drug testing process shall be maintained in strict confidence to protect the privacy of job applicants tested

A job applicant may obtain his/her own test results upon written request to the Personnel Department. Test results and forms shall not be released to any other person not associated with No Problem!!! Services without written consent of the job applicant unless such release is required by law or in defense of No Problem!!! Services.

No Problem!!! Services

AUTHORIZATION TO CONDUCT DRUG TESTS

I hereby authorize No Problem!!! Services and its agents to conduct any urine drug tests they deem necessary. I understand that proper "chain of custody" procedures will be maintained. I hereby authorize the release to the no, all results of any drug tests performed by any doctors, clinics, or laboratories to which I have been referred. This information is authorized to be used by No Problem!!! Services for the sole purpose of employment-related matters.

Following are the names of prescribed medications and/or over-the-counter medications that I have taken within the last twenty (20) days and I believe the doctor and laboratory should know about.

The name and address of the physician prescribing the above medication is:

APPLICANT'S NAME _____
Last First Middle

APPLICANT'S SIGNATURE _____

PARENT OR GUARDIAN SIGNATURE _____
(If applicant is under age 18)

DATE _____