

# Application For Employment



## J.O. Alvarez, Inc.

P.O. BOX 1434

#1 Andy Ramos Rd.

Laredo, TX 78045

### **An Equal Opportunity Employer**

J.O. Alvarez, Inc. is an affirmative action employer and is committed to equal employment opportunity regardless of race, color, religion, sex, military status, age, national origin, disability, or marital status. We also seek ways in which positive action can help to reinforce this commitment. In recruiting, hiring, and promoting personnel; qualifications for the position being filled continue to be the determining factor. Compensation, benefits, transfers, layoffs, and training practices are guided by the company's Equal Opportunity Policy.

## Personal Information

Name: Last, First, Middle		
DOB:	Social Security Number:	
Email Address:		
Current Address:		
City:	State:	Zip Code:
Previous Address (if current address is less than 3 years):		
City:	State:	Zip Code:

## Security Information

Are you a U.S. citizen?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If No, are you authorized to work in the U.S.?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If Yes, are you able to provide original documents that prove your authorization?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are you able to provide original documents that prove your identity?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If under the age of 18, do you have a work permit?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have you ever been convicted of a felony?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<small>(conviction will not necessarily disqualify applicant from consideration for employment)</small>		
If you answered yes to the question above please explain. (Offense/Date/Dissposition of Case/Etc.)		

## Education and Training

Name and Location of High School/College/University	Major/Degree Obtained:
Additional Education, Vocational and/or Professional Information:	
Please list any equipment/software you are qualified to operate (e.g. Word, Excel, Forklift, Etc.)	

## Employment Interest

Position Desired:	Date Available:
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Full-Time     
  Part-Time     
  Temporary     
  Internship

Have you ever applied to J.O. Alvarez, Inc. or subsidiary before?  Yes  No

If yes, when and where?

Do you currently have family working at J.O. Alvarez, Inc?  Yes  No

If yes, please state their names:

## Employment History

If applicable, account for at least the last ten years of employment. List present or most recent employers first. List additional employers in next table. If you worked as a consultant or a temporary worker through an agency please indicate the name of the agency.

Employer:

Job Title:	Employment Dates:
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Supervisor's Name:	Beginning Salary:	Ending Salary:
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Employer Address:	Phone Number:
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City:	State:	Zip Code:
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Description of Duties:

Reason for Leaving:

## Additional Employers

Name & Address	From (Mo/Yr)	To (Mo/Yr)	Job Title	Reason for Leaving

**References (List three business or professional references that we may contact)**

Name:	Relationship:	Phone/Email:

May we contact you present employer?  Yes  No

**U.S. Military Service**

Have you served (currently serving) in the U.S. Military?  Yes  No

Indicate the branch in which you served (currently serving)

Rank at discharge (current rank):

**Referral Source (Please indicate how you learned of this company)**

- Walk-in
- Advertisement
- Employee Referral (state employee name below)
- Other (state referral source below)

**Applicants Statement**

I certify that the information provided in this application is accurate. I understand that the withholding of information or the giving of false information on this application or my resume will result in a refusal to hire or in disciplinary action up to and including the termination of my employment.

I hereby grant permission to any person, firm or corporation to release to J.O. Alvarez, Inc. or its representatives any and all information regarding my past work or employment and my background. I waive any and all claims i might have with respect to the providing of such information.

I understand and agree that if I am offered employment by the J.O. Alvarez, Inc., it will be for an indefinite term and on an at-will basis. This means that either I or the Company may terminate the employment relationship at any time, with or without cause. I understand that this "at-will" relationship may e changed only by a written agreement entered into for this purpose and signed by the Company's Chief Executive Officer. I also understand that other terms and conditions of my employment will be governed by various policies and programs of the Company, in writing and otherwise, and that those policies and programs may be changed from time to time by the Company at its discretion without affecting the "at-will" nature of employment.

If I am offered employment, I agree that on or before my hire date, I will provide original documents to J.O. Alvarez, Inc. which verify my identity and right to work under the Immigration Reform and Control Act of 1986 (IRCA). I also agree that J.O. Alvarez, Inc. may provide photocopies of the form on which my identiy and right to work is verified (I-9 Form) and any supporting documentation submitted by me to any person who, in connection with effecting compliance with IRCA, has a legitimate interest in the information contained therein.

I understand that neither this document nor any offer of employment from the employer constitutes an employment contract unless a specific document to that effect is executed by the employer and employee in writing.

**I HAVE READ THE ABOVE PRIOR TO SIGNING THIS APPLICATION.**

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date