



Thank you for your interest in Indiana Cardinal.

Please complete and return this to us by mail, by fax, by email (hr@indianacardinal.com), or in person.

Name _____ Social Security Number _____
First MI Last

Address _____
Street City State Zip

Phone _____ Alternate Phone _____ Email _____

Previous last names, if any _____

Position desired: production other _____

What shift can you work? (Check all that apply.) first (days) second (afternoons/evenings) third (nights)

Can you work overtime? yes no

When can you start? immediately _____ days after being notified I am hired.

If applying for production, do you have experience working with plastics? yes no

If applying for production, do you have a valid driver's license? yes no fork truck experience? yes no

How did you hear about Indiana Cardinal? employee referral employment agency or WorkOne facebook

job fair newspaper mail church other: _____

EMPLOYMENT HISTORY

Provide a list of your jobs, starting with your most recent job. If you need additional space, use blank paper.

Employer _____ Company _____ City, State _____ Phone _____ Supervisor _____	Position title and duties _____ _____ _____ _____ _____	Pay \$_____ per hour Start date _____ End date _____ Reason for leaving _____ _____ _____ May we contact this employer? <input type="checkbox"/> yes <input type="checkbox"/> no
Employer _____ Company _____ City, State _____ Phone _____ Supervisor _____	Position title and duties _____ _____ _____ _____ _____	Pay \$_____ per hour Start date _____ End date _____ Reason for leaving _____ _____ _____ May we contact this employer? <input type="checkbox"/> yes <input type="checkbox"/> no
Employer _____ Company _____ City, State _____ Phone _____ Supervisor _____	Position title and duties _____ _____ _____ _____ _____	Pay \$_____ per hour Start date _____ End date _____ Reason for leaving _____ _____ _____ May we contact this employer? <input type="checkbox"/> yes <input type="checkbox"/> no

EDUCATION AND SKILLS

	School	Field of Study	Result
High School/GED	_____ Name of School _____ City, State	<input type="checkbox"/> Regular Classes <input type="checkbox"/> Tech/Shop Classes <input type="checkbox"/> Advanced Classes	<input type="checkbox"/> Graduated <input type="checkbox"/> Earned GED <input type="checkbox"/> Did not complete
Technical School	_____ Name of School _____ City, State	_____ Major _____ Minor	<input type="checkbox"/> Graduated <input type="checkbox"/> Did not complete
College	_____ Name of School _____ City, State	_____ Major _____ Minor	<input type="checkbox"/> Graduated <input type="checkbox"/> Did not complete

List special trainings, licenses, certifications, etc. _____

Check all programs you use well: email internet Microsoft Word Microsoft Excel
 Microsoft PowerPoint Other _____

REFERENCES

List two personal references such as coworkers, teachers, coaches, people with whom you volunteer, etc. These must be people who can tell us about you and your work. No relatives and do not list supervisors from first page.

Name	Phone and email	How do you know this person?
	Phone _____ Email _____	
	Phone _____ Email _____	

TO THE APPLICANT

Thank you for your interest in Indiana Cardinal. If you are qualified for a job, we will contact you by phone or email to arrange an interview. To complete your application, please read and sign below:
I certify that I have written true and complete information on this form. I understand that, if hired, I can be discharged from my job if Indiana Cardinal finds that I have given false information on this form or during the interview. I understand that a job offer is not a contract and that Indiana Cardinal or I can terminate employment at any time.

 Signature of Applicant

 Date

It is illegal for an employer to discriminate against a job applicant because of his or her race, color, religion, sex (including gender identity, sexual orientation, and pregnancy), national origin, age (40 or older), disability or genetic information. Indiana Cardinal is required by the U.S. Equal Employment Opportunity Commission to collect and report data about applicants, so you may be asked to complete a form about race, color, religion, etc., but only for reporting purposes. You do not have to complete the form – it is completely voluntary on your part – and we will consider you for a job no matter what you decide.

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