



PO Box 964, Jenison, MI 49429 - Phone: 616-669-2047 - Fax: 616-662-5482

Personal Information

First Name: _____

Middle Name: _____

Last Name: _____

Street Address: _____

City: _____ State: _____ Zip: _____ County: _____

Home Phone: _____

Cell Phone: _____

Position Desired

Title: _____

Desired Salary: \$ _____

Driving record

Clear/Clean: Yes: _____ No / Why: _____ # of points _____

Do you have other special training or skills (machine operation experience, etc.)?

Work Eligibility

Are you eligible to work in the United States? Yes: _____ No: _____

Are you available to work Saturdays following the holidays? Yes: _____ No: _____

When will you be available to begin work? _____/_____ (Month/Year)

Have you been convicted of or pleaded no contest to a felony within the last five years?

Yes: _____ No: _____

If yes, please explain: _____

Have you been convicted of, pleaded guilty to, or pleaded no contest to, an act of dishonesty, or breach of trust or moral turpitude, such as misdemeanor petty theft, burglary, fraud, writing bad checks, and other related crimes within the last five (5) years? * Yes: _____ No: _____

If yes, please explain: _____

*Conviction of a crime, or pleading guilty to a criminal charge, will not necessarily disqualify you from the job for which you are applying. Each conviction or plea will be considered with respect to time, job relatedness, and other relevant factors.

Education

High School: _____ City: _____ State: _____
College: _____ City: _____ State: _____
Course of Study: _____ # of Years Completed: _____
Did You Graduate? Yes: _____ No: _____ Degree: _____

Employment History

Please give accurate and complete full-time employment record. Start with present or most recent employer. Include military experience if applicable.

Position #1

Company Name: _____ City: _____ State: _____
Company Phone Number: _____
Job Title: _____
Name of Supervisor: _____
Employed (Month and Year) From: _____ To: _____
Weekly Pay: _____
Describe your work: _____

May we contact this employer? Yes: _____ No: _____
If not, why not? _____
Reason for leaving: _____

Position #2

Company Name: _____ City: _____ State: _____
Company Phone Number: _____
Job Title: _____
Name of Supervisor: _____
Employed (Month and Year) From: _____ To: _____
Weekly Pay: _____
Describe your work: _____

May we contact this employer? Yes: _____ No: _____
If not, why not? _____
Reason for leaving: _____

Position #3

Company Name: _____ City: _____ State: _____
Company Phone Number: _____
Job Title: _____
Name of Supervisor: _____
Employed (Month and Year) From: _____ To: _____
Weekly Pay: _____

Describe your work: _____

May we contact this employer? Yes: _____ No: _____

If not, why not? _____

Reason for leaving: _____

Conditions of Employment

EverKept Inc. sets high standards for its employees, and compliance with these standards is a condition of employment. If you are offered a position with EverKept, you need to carefully consider what we would require of you before you accept. As an employee, you must do everything you can to make our external and internal customers feel like customers, including:

- Following our standards of professionalism
- Smiling and making eye contact
- Arriving on time
- Maintaining a positive, enthusiastic attitude
- Treating coworkers with respect
- Offering exit appreciation to clients
- Being honest and dedicated in your work
- Using proper phone etiquette
- Completing necessary training requirements
- Expediting customers' transactions/requests quickly and professionally
- Following company policies and procedures
- Assisting customers
- Following directions
- Meeting standards of work quality and quantity
- Maintaining a professional appearance and complying with the company dress code
- Accepting a work schedule that may require holiday work

Are you willing and able to comply with all the requirements listed? Yes: _____ No: _____

If your answer is no, or if you have concerns about being able to comply with any of these requirements, please explain:

Agreement of the Transfer of Information

I declare the information provided by me in this application is true, correct, and complete to the best of my knowledge. I understand that if employed, any falsification, misstatement, or omission of fact in connection with my application, whether on this document or not, may result in immediate termination of employment. I authorize you to verify any and all information provided above.

I acknowledge that employment may be conditional upon successful completion of a substance abuse screening test as part of the Company's pre-employment policy.

I acknowledge that if I become employed, I will be free to terminate my employment at any time for any reason, and that EverKept retains the same rights. No EverKept representative has the authority to make any contrary agreement.

Signature: _____ Date: _____

Printed Name: _____