



**DP ELECTRONIC
RECYCLING**

Employment Application

An Equal Opportunity Employer

DP Electronic Recycling, Inc. (the "Company") considers qualified applicants for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, the presence of a non-job related medical condition or disability, or any other legally protected status. All questions must be answered and the application must be signed as provided below. Incomplete applications will not be considered by the Company.

Applicant Information:

Date of Application ____/____/____

Name (first, middle initial, last)	Day Phone ()	Evening Phone ()
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Address (street, city, state, zip code)	E-Mail Address
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Are you legally authorized to work in the U.S.? (If hired, you will be required to provide proof of work authorization.)
 Yes No

Referral Source: Advertisement Employee Relative Walk-in Internet
 Private Employment Agency
 Other – please describe:

Position(s) Applied for	Type of employment desired (check all that apply): <input type="checkbox"/> Full Time <input type="checkbox"/> Part time <input type="checkbox"/> Temporary <input type="checkbox"/> Seasonal
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Are you at least 18 years old? Yes No
 If not, your employment will be subject to verification that you meet state/federal minimum age requirements for the type of work you are applying for and have obtained a valid work permit.

What date are you available to start work:

Are you available to work overtime if required? Yes No

Are you able to meet the attendance requirements of this job? Yes No

Have you previously applied for a position at the Company? Yes No
 If yes, when?

Have you previously worked for the Company? Yes No
 If yes, when and in what position?

Have you ever been convicted of, plead guilty to, or received a deferred adjudication on a criminal charge (not including minor traffic violations)? Yes No
 If yes, please explain, giving the date, location, nature of the charge, etc. (Note: convictions are not an automatic bar to employment and will be considered only where the circumstances of the conviction substantially relate to the job sought.)

If the job requires, do you have a valid driver's license? Yes No

Driver's License Number: _____ Type: _____ State of issue: _____

Do you have any relatives currently employed by the Company? Yes No
 If yes, please list:

Are you able to perform the essential functions of the job for which you are applying, either with or without reasonable accommodations? Yes No If no, describe the functions that cannot be performed:

(Note: the Company complies with the ADA and will consider reasonable accommodations that may be necessary for eligible applicants/employees to perform essential job functions.)



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Educational Background:

Type of School	Name/City	How many years attended	Graduated	Course or Major
High School		1 2 3 4	<input type="checkbox"/> Yes <input type="checkbox"/> No	
College			<input type="checkbox"/> Yes <input type="checkbox"/> No	
Post Graduate			<input type="checkbox"/> Yes <input type="checkbox"/> No	
Business or Trade			<input type="checkbox"/> Yes <input type="checkbox"/> No	
Other				

Employment History:

List your last three employers, assignments or volunteer activities, starting with the most recent, including military experience. Explain any gaps in employment in comments section below.

Employer	From:	Dates Employed: To:	Job Duties
Address			
Job Title	\$	Hourly Rate/Salary Starting per	
Immediate Supervisor and Title			
Reason for leaving:	\$	Hourly Rate/Salary Final per	
May we contact for reference/verification? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later			
Employer	From:	Dates Employed: To:	Job Duties
Address			
Job Title	\$	Hourly Rate/Salary Starting per	
Immediate Supervisor and Title			
Reason for leaving:	\$	Hourly Rate/Salary Final per	
May we contact for reference/verification? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later			
Employer	From:	Dates Employed: To:	Job Duties
Address			
Job Title	\$	Hourly Rate/Salary Starting per	
Immediate Supervisor and Title			
Reason for leaving:	\$	Hourly Rate/Salary Final per	
May we contact for reference/verification? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later			

Comments (including explanation of any gaps in employment):



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Special Skills:

Please indicate any other experience, skills, certifications or awards that you feel may help the Company make its hiring decision:

Employment History:

List name and telephone number of three business/work references that are NOT related to you and NOT previous supervisors. If not applicable, list three school or personal references that are NOT related to you, whom have knowledge of your work ethic, experience and abilities.

Name	Telephone	Years Known	Relationship

Please Read Carefully, and then Initial Each Paragraph and Sign Below if you Agree:

_____ I understand that my completion of this application, and the Company's acceptance of this application, does not mean that there are currently any positions open at the Company, and does not in any way obligate the Company to hire me or offer me a job.

_____ I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment, and that the answers given on this application are true and correct to the best of my knowledge. I understand that any omission or misstatement of material information on this application or on any other document used to secure employment with the Company shall be grounds for rejection of this application or for immediate discharge if I am hired by the Company, regardless of the time elapsed before discovery.

_____ I hereby authorize the Company and its agents to thoroughly investigate my references, work history, criminal conviction records, motor vehicle driving records, education, and all other matters related to my suitability for employment, and I further authorize the persons, schools, companies and organizations I have listed in this application to disclose to the Company upon request any and all documents, records, reports and other information related to my suitability for employment, without giving me prior notice of such disclosure. In addition, I hereby release the Company and its agents, employees, officers and representatives, my present and former employers, and all other persons, schools, companies and organizations, from any and all claims, demands and liabilities arising out of or in any way related to such investigation or disclosure.

_____ I understand that nothing contained in the application, or conveyed to me during any interview which may be granted or during my employment, if hired, will create an employment contract between me and the Company. In addition, I understand and agree that if I am hired by the Company, my employment will be 'at will', for no definite period, and may be terminated at any time, with or without cause and with or without prior notice, at the option of either myself or the Company, and that no promises or representations contrary to the foregoing are binding on the Company unless made in writing and signed by me and the Company's President.

_____ I understand that this application will remain active for 60 days, and that if I am hired within this period, this application will be transferred to my individual personnel file. I further understand and agree that if I am not hired or have not heard from the Company within 60 days, this application will no longer be active and I will need to re-apply for employment if I wish to be considered for a position with the Company.

_____ If I am hired by the Company, I agree to comply with and be bound by all rules, regulations, policies and procedures of the Company, as they may be adopted and amended by the Company from time to time, including, without limitation, the Company's drug and alcohol testing policy.

Signature of Applicant _____ Date ____/____/____



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Applicant: Please do not write on this page. **For Office Use Only.**

Interview Results:

Interviewer	Date	Results/Comments

Test Results:

Test Administered	Date	Score	Results/Interpretation

Reference Checks:

Employer	Re-Hirable? Y or N	Comments