



Edem Body Shop

Employment Application

We offer equal employment opportunities to all persons without regard to race, sex, creed, national origin, handicap or any other categories restricted by law. Federal law also prohibits discrimination because of age with respect to individuals who are at least 40 but less than 70 years of age. All statements made on this form and all other associated employment application documents will be carefully checked for accuracy. The use of this form does not mean that there are positions open and does not obligate us in any way.

Applicant Information

INSTRUCTIONS: Please *PRINT* legibly. Complete all items. All items left blank may delay the processing of your application. If any sections are not applicable to you, please write "N/A." Attach additional sheets if needed and your resume if available.

Full Name: _____ Date: _____
Last First M.I.

Present Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Phone: _____ Email _____

Phone number at which you can be contacted between 9 AM and 5 PM weekdays: _____

Date Available: _____ Social Security No.: _____ Desired Salary: \$ _____

Position(s) Applied for: _____

Are you a citizen of the United States? YES NO If no, are you authorized to work in the U.S.? YES NO

Have you ever worked for this company? YES NO If yes, when? _____

Have you ever been convicted of a felony? YES NO

If yes, explain: _____

Are you eligible to be bonded? YES NO Have you ever refused bond? YES NO

If yes, explain

Do you currently have a valid Driver's License? YES - State _____ NO

Have you been convicted of any moving violations in the past four years? YES NO

If yes, explain: _____

Have you ever been discharged or requested to resign from a job(s)? YES NO

If yes, explain: _____

Are there days or times you cannot work? YES - When?: _____ NO

How much time have you missed from work in the past two years other than holidays and vacations? _____

Are you over the age of 18? YES NO If no, employment subject to verification that you are of minimum legal age.

Is there anything that might preclude you from performing the duties of this job? YES NO

If yes, explain: _____

Type of employment desired: Full Time Part Time - Days/ Hours: _____

Range of pay expected: From _____ to _____ per _____

When could you report to work? _____

Education

High School: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Diploma: _____

College: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

Other: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

References

Please list three professional references.

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Previous Employment

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Military Service

Branch: _____ From: _____ To: _____

Rank at Discharge: _____ Type of Discharge: _____

If other than honorable, explain: _____

Disclaimer and Signature

I certify that all information provided by me on this application and in any related documents is true and complete to the best of my knowledge. I understand that any falsification, misrepresentation, or omission of information may result in the denial of employment or, if employed, immediate dismissal without notice or compensation.

I authorize Edem Body Shop to verify the information provided on this application and in any supporting documents, and I consent to inquiries with my past employers, medical professionals, references, and other relevant persons concerning my character, qualifications, and previous employment record. I expressly release Edem Body Shop, and all such persons or entities from any liability related to the disclosure or use of such information in accordance with applicable laws.

If employed, I acknowledge and agree that my employment is at-will and may be terminated by me or by Edem Body Shop at any time, with or without cause or prior notice, in compliance with federal and Texas employment law. I also agree to complete a probationary period of 90 days, during which my suitability for the role will be assessed, and employment may be terminated at any time without advance notice or compensation.

I agree to abide by all company policies and procedures, present and future. I further agree to submit to any pre-employment or post-employment physical examination or testing, as permitted by law, and authorize the examiner to disclose the results to Edem Body Shop for employment-related purposes.

In compliance with federal and state laws, Edem Body Shop is an equal opportunity employer and does not discriminate based on race, color, religion, sex, age, disability, national origin, genetic information, or any other status protected by applicable laws.

By signing below, I acknowledge that I have read, understood, and agree to these terms.

Signature: _____ Date: _____