

# Employment Application

## An Equal Opportunity Employer

Thank you for your interest in employment with Pars Flame Controls

- Applications are required for all positions. Although an applicant may submit a resume along with his/her application, incomplete applications will not be considered.
- Applications will be accepted only when there is an open and/or posted position.
- Unsolicited resumes will not be retained or considered. All unsolicited resumes will receive an «Unsolicited» Resume Response Letter.
- All applicants must specify the job(s) for which they are applying. For example, applicants may not indicate «any job» or «clerical» on the application form. These applications will not be considered and will be placed in an inactive file.
- Enclosed with the application is an Affirmative Action Questionnaire. This questionnaire is optional. All information provided on the questionnaire will remain confidential and will not be used in the selection process. Refusal to provide this information will not subject an applicant to any adverse treatment.
- All applications are initially screened in the Human Resources Department to determine whether the applicant meets the minimum qualifications as stated on the open position's job description. Meeting the minimum qualifications does not guarantee an interview.
- After the initial screening, all applications are placed in the respective open job file for the hiring manager/ supervisor to review.
- After the hiring manager/supervisor reviews the applications, those candidates who are to be further considered for the open position will be contacted by telephone for an interview.
- Pars Flame Controls conducts reference checks on all qualified candidates before extending a job offer. Academic/degree and license verification may also be conducted at this time based on the position requirements.
- All employment offers are contingent upon the results of an alcohol and drug test.
- Applications will remain in an inactive file for three months after receipt.

# PERSONAL INFORMATION

Name (Last, First, Middle)					Social Security No.
Present Address	(Street)	(City)	(State)	(Zip)	Telephone No.
Permanent Address	(Street)	(City)	(State)	(Zip)	Telephone No.
Have you previously applied or worked here under Pars Flame Controls?	<input type="checkbox"/> Yes <input type="checkbox"/> No		If yes, please explain, including approximate detail(s).		
Position(s) applying for in order of preference				Date Available	Salary Expected
1. 2. 3.					

# EDUCATION

		From Mo./Yr.	To Mo./Yr.	Did you Grade? Grade Pt. Ave.	Course take or Degree Received
High School	Name			<input type="checkbox"/> Yes <input type="checkbox"/> No Ave. or Rank	
	Location				
College	Name			<input type="checkbox"/> Yes <input type="checkbox"/> No Ave. or Rank	
	Location				
Technical	Name			<input type="checkbox"/> Yes <input type="checkbox"/> No Ave. or Rank	
	Location				
U.S. Military	Name			<input type="checkbox"/> Yes <input type="checkbox"/> No Ave. or Rank	
	Location				
Graduate School	Name			<input type="checkbox"/> Yes <input type="checkbox"/> No Ave. or Rank	
	Location				
Other	Name			<input type="checkbox"/> Yes <input type="checkbox"/> No Ave. or Rank	
	Location				

## ACHIEVEMENTS / ORGANIZATIONS / SKILLS

Scholastic honours, scholarships and memberships in clubs, organizations or other groups such as professional societies, school, civic or athletic participation. (Please note past or present and offices held, or any leadership experiences.)

Please list technical and professional certifications and briefly describe any skills, abilities or related experiences (include hobbies, interests, patents, publications. Etc.)

## GENERAL INFORMATION

To what extent are you willing to travel?		How did you learn of this Opening?	
Do you have any relatives in our employment? <input type="checkbox"/> Yes <input type="checkbox"/> No		If yes, give and name and occupation	
In case of emergency, notify Name	Address		Phone

## Work Experience

Start with the last or present employer. COMPLETE ALL SECTIONS BELOW, however you may omit duties and responsibilities if resume is submitted.

Employer	Position Title(s)	Supervisor(s)	Duties Responsibilities	Dates/Salary
Name				From
Phone No.				To
Address				Start Salary
Type of Business				End Salary
Reason for Leaving				

Employer	Position Title(s)	Supervisor(s)	Duties Responsibilities	Dates/Salary
Name				From
Phone No.				To
Address				Start Salary
Type of Business				End Salary
Reason for Leaving				

Employer	Position Title(s)	Supervisor(s)	Duties Responsibilities	Dates/Salary
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Reason for Leaving				

Employer	Position Title(s)	Supervisor(s)	Duties Responsibilities	Dates/Salary
Name				From
Phone No.				To
Address				Start Salary
Type of Business				End Salary
Reason for Leaving				
Please indicate which employer(s) you do NOT wish contacted.		If ever employed or attend school under a different name, please indicate.		

## REFERENCES / NON-RELATIVE

List 3 references, preferably supervisors, each of whom can effectively evaluate your training, experience and capabilities.					
Name	Name		Name		
Phone No.	Phone No.		Phone No.		
Address	Address		Address		
City, State, Zip	City, State, Zip		City, State, Zip		
Occupation	Occupation		Occupation		
Professional Relationship	Years Known	Professional Relationship	Years Known	Professional Relationship	Years Known

I hereby certify that all entries on both sides and attachments are true and complete, and I agree and understand that any falsification of information herein, regardless of time of discovery, may cause forfeiture on my part of any employment with Pars Flame Controls.

I understand that all information on this application is subject to verification and I consent that you may contact references, former employers and educational institutions listed regarding this application. I further authorize Pars Flame Controls to rely upon and use, as it sees fit, any information received from such contacts.

I understand that a drug and alcohol screen performed by a Company designated testing site will be required prior to initial placement. I understand that I may be required, upon request by the Company at any time throughout the term of my employment, to submit to a drug and alcohol test. I hereby agree to sign an authorization for the release of such information as it relates to matters of my employment.

I understand the Applicant Policy of Pars Flame Controls, as stated on this application for employment.

I have read, understand and agree to the above.

Date

Applicant Signature

**FOR OFFICE USE ONLY**

Date	Interviewed by	Starting Rate	Starting Date
Position		Supervisor	