

Application for Employment



LEGAL NOTICES

In accordance with the Americans with Disabilities Act (ADA) and/or applicable state and local laws, applicants requiring reasonable accommodation should make any requests or needs known at the time of application. Examples of "reasonable accommodation" may include providing written materials in an alternate format (such as large print or audibly), using a sign language interpreter, modification to the application process, etc.

PMDI is an equal opportunity employer and does not discriminate on the bases of race, color, national origin, age, religion, creed, disability, veteran status, gender, pregnancy, sexual orientation, gender identity or gender expression.

APPLICANT CONTACT INFORMATION

Name:
Last (Surname) First Middle

Address:
City State ZIP Code

Are you under 18 years of age? ☐ No ☐ Yes, until
MM/DD/YYYY Phone:

APPLICATION HISTORY

Today's date: Have you ever applied here before? ☐ No ☐ Yes
MM/DD/YYYY

Have you ever been employed here? ☐ No ☐ Yes If yes, when (approximate if necessary)?
MM/DD/YYYY

ELIGIBILITY

Are you lawfully eligible for employment in this country? ☐ No ☐ Yes

Are you willing to undergo a criminal background check? ☐ No ☐ Yes

Do you have a valid driver's license? ☐ No ☐ Yes

Have you entered into any agreement with a former employer or other party (e.g. non-compete or non-disclosure) that may restrict your ability to work for our organization? ☐ No ☐ Yes

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GENERAL INFORMATION

When can you begin work? Employment type desired? ☐ Full-time ☐ Part-time ☐ Any Available

MM/DD/YYYY

What position are you seeking? ☐ Any ☐ Desired pay rate? \$

Are you prepared to work overtime if the production schedule requires it? ☐ No ☐ Yes

If they have been explained, are you prepared to meet any attendance requirements? ☐ No ☐ Yes

Are you willing to travel if the applied for job requires it? ☐ No ☐ Yes

Are you willing to relocate if the applied for job requires it? ☐ No ☐ Yes

☐ Are you physically able to perform the "essential functions" of the job for which you are applying, either with or without reasonable accommodation? ☐ No ☐ Yes Prefer not to answer and/or require additional information

Please do not disclose information about the existence of any disability, any particular accommodation, or whether accommodation is necessary on this application. These subjects may be addressed at a later time to the extent permitted by law.

Have you ever been bonded? ☐ No ☐ Yes

Are you aware of any errors in your criminal record, if applicable? ☐ No ☐ Yes

Have you ever:

1. pleaded "guilty" or "nolo/no contest" to a crime? ☐ No ☐ Yes
2. been otherwise convicted of a crime? ☐ No ☐ Yes

Answering "Yes" to either of these questions DOES NOT mean an automatic bar to employment. Factors such as the nature and seriousness of the offense/crime, the length of time that has passed since the criminal offense (or completion of the sentence), and the nature of the job being applied for will be taken into account. You are not obligated to disclose any convictions that have been sealed.

If you answered yes, please provide date(s) and brief summary:

SKILLS AND QUALIFICATIONS

Provide a brief summary of any relevant special training, skills, languages, licenses/certificates held, etc.

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EMPLOYMENT HISTORY (MOST RECENT FIRST)

Start date: End date: May we contact for a reference? ☐ No ☐ Yes
MM/DD/YYYY MM/DD/YYYY

Employer/Company Name: Location:
City, State

Phone: Last position held/duties:

Reason for leaving: Pay rate: \$

Start date: End date: May we contact for a reference? ☐ No ☐ Yes
MM/DD/YYYY MM/DD/YYYY

Employer/Company Name: Location:
City, State

Phone: Last position held/duties:

Reason for leaving: Pay rate: \$

Start date: End date: May we contact for a reference? ☐ No ☐ Yes
MM/DD/YYYY MM/DD/YYYY

Employer/Company Name: Location:
City, State

Phone: Last position held/duties:

Reason for leaving: Pay rate: \$

CHARACTER REFERENCES

Name: Relation: Phone:

Name: Relation: Phone:

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EDUCATIONAL BACKGROUND (MOST RECENT FIRST)

School:		City, State:		Grade Completed or Degree:	
School:		City, State:		Grade Completed or Degree:	
School:		City, State:		Grade Completed or Degree:	
School:		City, State:		Grade Completed or Degree:	

APPLICANT'S SIGNATURE

By signing below, I attest all information contained within this application is correct to the best of my knowledge. I acknowledge that providing false or deliberately incomplete information is grounds for refusing to hire me, or for termination should I be hired.

DO NOT COMPLETE THIS SECTION – FOR INTERNAL OFFICE USE ONLY

First interview scheduled for:		Followup interview? ☐ No ☐ Yes	Scheduled for:	
	MM/DD/YYYY			MM/DD/YYYY
Interview conducted on:		Result: ☐ Hired ☐ Rejected ☐ Application withdrawn ☐ No-show		
	MM/DD/YYYY			
Starting pay rate: \$		Hiring manager:		
Added in ERP by:		On date:		
			MM/DD/YYYY	
Added to payroll by:		On date:		
			MM/DD/YYYY	