



# SALES DEPARTMENT APPLICATION FOR EMPLOYMENT

## AN EQUAL OPPORTUNITY EMPLOYER

PLEASE PRINT IN INK. Conditions of employment are stated at the end of this form. Please read carefully before you sign this application. Application must be completed in full even if attaching a resume.

### PERSONAL INFORMATION

Name \_\_\_\_\_ Social Security Number \_\_\_\_\_

Present Street Address \_\_\_\_\_ How long? \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Previous Address \_\_\_\_\_

Home Phone ( \_\_\_\_\_ ) \_\_\_\_\_ Work Phone ( \_\_\_\_\_ ) \_\_\_\_\_

Cell Phone ( \_\_\_\_\_ ) \_\_\_\_\_ E-mail Address \_\_\_\_\_

Are you legally eligible for employment in the United States? Yes No

Can you, upon employment, provide proof of U.S. Citizenship or Immigration status? Yes No

Have you ever applied for employment to United Laboratories, Inc. Yes No

If yes, when? \_\_\_\_\_

This job requires the daily use of an automobile, a valid drivers' license and proof of automobile insurance.

Do you have daily use of an automobile? Yes No

Do you have a valid drivers' license? Yes No

Will you be able to provide proof of automobile insurance? Yes No

Date Available for Work \_\_\_\_\_

Person to contact in an Emergency \_\_\_\_\_ Phone ( \_\_\_\_\_ ) \_\_\_\_\_

Are you willing to relocate? \_\_\_\_\_ Area Preferred \_\_\_\_\_

Are you able to lift 30 pounds? Yes No

Have you ever been convicted of a crime or violation of the law (other than traffic offenses)? Yes No

If your answer is "yes", please explain. (You may explain orally, if you prefer. \_\_\_\_\_

(No applicant will be denied employment solely on the grounds of a conviction. The nature of the offense, the date, the surrounding circumstances and the relevance to the position applied for, however, may be considered.)

## EMPLOYMENT BACKGROUND

Begin with your most recent employment.

Job No.	Name of Employer	Address	Phone	Description of Job Duties or Products Sold	From – To Month – Year	Earnings Salary & Commission
1						
	Immediate Supervisor:	Reason for leaving				
2						
	Immediate Supervisor:	Reason for leaving				
3						
	Immediate Supervisor:	Reason for leaving				
4						
	Immediate Supervisor:	Reason for leaving				

If there have been any gaps on your employment, please explain in the space provided below:

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## EDUCATION BACKGROUND

List All Schools Attended	Name and Address of School	Did You Graduate Yes or No	If Applicable, Year of Anticipated Graduation	Degree	Major Course of Study
High/Prep School					
College					
Graduate School					

Other Degrees, Certificates or Training: \_\_\_\_\_

Are you presently enrolled in any course or program of Education? \_\_\_\_\_

If yes, please elaborate: \_\_\_\_\_

## REFERENCES

Whenever possible, please include only those who have information relating to your qualifications for employment.

May we contact your present employer?     Yes         No                      If yes, phone number (  )

Reference Name	Relationship	Phone Number	Years Acquainted
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## SALES EXPERIENCE

If you were to summarize your total sales experience, what would you say are your strong points and weak points?

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What are your future goals? \_\_\_\_\_

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Have you any other business interests which will continue if you come to work for us?                      Yes                      No

Explain: \_\_\_\_\_

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Do you have any business and/or personal relationships which may create a conflict of interest for you if you are hired by United Laboratories (for example, are you a party to a non-compete agreement, do you and/or your relatives work for a competitor of United Laboratories, etc.)?                      Yes                      No

Explain: \_\_\_\_\_

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## NOTIFICATION AND AGREEMENT

**PLEASE READ BEFORE SIGNING**

I hereby affirm that the information given by me on this application is complete and accurate. I understand that the falsification, misrepresentation or omission of fact will be cause for denial of employment or immediate termination of employment, regardless of when or how discovered.

I authorize the investigation of all statements with no liability.

United is an equal employment opportunity employer. This means United will not discriminate against any employee or applicant for employment because of race, color, creed, religion, national origin, sex, age, sexual orientation, marital status, mental or physical disability, or any other status protected by law.

If hired, I agree that my employment and compensation can be terminated with or without cause, and with or without notice, at any time, at the option of the Company or myself and will abide by all company rules and regulations.

I understand that the completion of this Application for Employment does not obligate the Company to hire me.

Applicant Signature \_\_\_\_\_

Date \_\_\_\_\_

# *NOTES*