

BIBLIA, INC.

APPLICANT:
PLEASE READ CAREFULLY

1. IN COMPLETING THIS APPLICATION, AND IN ANSWERING ANY QUESTIONS OR PROVIDING INFORMATION ABOUT YOURSELF DURING THE HIRING PROCESS, PLEASE DO NOT DISCLOSE ANY PHYSICAL OR MENTAL IMPAIRMENT YOU MAY HAVE. PLEASE FAMILIARIZE YOURSELF WITH THE ESSENTIAL FUNCTIONS OF THE POSITION FOR WHICH YOU ARE APPLYING AND DETERMINE WHETHER, EITHER WITH OR WITHOUT A REASONABLE ACCOMODATION, YOU ARE ABLE TO PERFORM THE ESSENTIAL FUNCTIONS. IF A JOB OFFER IS MADE, YOU SHOULD THEN IDENTIFY FOR US ANY REASONABLE ACCOMODATIONS YOU BELIEVE ARE NECESSARY TO ENABLE YOU TO PERFORM THE JOB. REASONABLE ACCOMMODATIONS WHICH DO NOT CREATE AN UNDUE HARDSHIP WILL BE PROVIDED IN ACCORDANCE WITH THE "AMERICANS WITH DISABILITIES ACT."
2. WE ALSO REQUEST THAT, DURING THE HIRING PROCESS, YOU REFRAIN FROM DISCLOSING ANYTHING ABOUT YOUR MARITAL STATUS, AGE, RACE, COLOR, NATIONAL ORIGIN AND RELIGION.
3. ANY EMPLOYMENT RELATIONSHIP WITH BIBLIA, INC. IS OF AN "AT WILL" NATURE. THIS MEANS THAT THE EMPLOYEE MAY RESIGN AT ANY TIME AND THE EMPLOYER MAY DISCHARGE EMPLOYEE AT ANY TIME WITH OR WITHOUT CAUSE.

FOR OFFICE USE ONLY

INTERVIEW DATE: _____

INTERVIEW TIME: _____

RATE QUOTED: _____

INTERVIEWED BY: _____

**BIBLIA, INC.
APPLICATION FOR EMPLOYMENT**

POSITION APPLIED FOR: _____

DATE: _____

NAME: _____

ADDRESS: _____

TELEPHONE: _____ ALTERNATE PHONE: _____

EMAIL ADDRESS: _____

DATE OF BIRTH: _____

SSN: _____

CITY AND STATE OF BIRTH: _____

Have you ever been employed here before? If yes, give date: _____ YES___ NO___

Are you currently on "layoff" status and subject to recall? YES___ NO___

Will you work as needed? YES___ NO___

Does the telephone number you listed have a voice mail set up? YES___ NO___

Will you work Saturday and/or Sunday as needed? YES___ NO___

Are you able to meet the attendance requirements for this position? YES___ NO___

Have you ever been convicted of a felony? If yes, please explain: YES___ NO___

Do you have a reliable means of transportation that can get you to work any time of day or night? YES___ NO___

Can you lift at least 75 lbs? YES___ NO___

Do you have TWIC card? If so, what is the expiration date? YES___ NO___

Do you have a valid driver's license? What is the expiration date? _____ YES___ NO___

BY SIGNING BELOW, YOU INDICATE THAT IF YOU ARE HIRED BY BIBLIA, INC., YOU WILL COMPLY WITH ALL THE REQUIREMENTS, RULES, AND POLICIES DOCUMENTED IN THE MOST CURRENT BIBLIA, INC. EMPLOYEE HANDBOOK.

_____ (Signature) _____ (Date)

EMPLOYMENT HISTORY

Please provide the following information of your past employment by starting with your present or most recent job.

Employer _____ From _____ to _____
 Address _____ Job Title _____
 Telephone _____ Supervisor _____
 Reason for leaving _____ Rate _____
 Summarize work performed and job responsibilities _____

Employer _____ From _____ to _____
 Address _____ Job Title _____
 Telephone _____ Supervisor _____
 Reason for leaving _____ Rate _____
 Summarize work performed and job responsibilities _____

SKILLS & QUALIFICATIONS

Summarize any training, skills, licenses and or certificates that may qualify you as being able to perform job related functions in the position for which you are applying:

Check any of the following trades for which you are qualified:

Carpenter Crane Operator Ship fitter Machinist Electrician Welder
 Rigger Pipefitter Painter Sandblaster Laborer Mechanic

EDUCATION

TYPE	NAME	LOCATION	YEARS ATTEND	COURSE STUDY	DEGREE
GRADE					
HIGH SCHOOL					
COLLEGE					
VOCATIONAL					
OTHER					

MILITARY EXPERIENCE

Did you serve in the U.S. Armed Forces? Yes____ No____

If yes, what branch? _____

Describe any military training received relevant to the position for which you are applying.

Have you been discharged from military service? Yes____ No____

Are you a veteran of a war? Yes____ No____ Which war? _____

REFERRAL INFORMATION

How did you learn about us? Employee/name ____/_____ Walk In _____

Indeed _____ Facebook _____ Other/please explain: _____

WORK REFERENCES

List below three **WORK** references (preferably supervisors) whom we may contact that are NOT RELATIVES/FRIENDS.

1. Name/Job Title: _____/_____

Telephone_____

2. Name/Job Title: _____/_____

Telephone_____

3. Name/Job Title: _____/_____

Telephone_____

EMERGENCY INFORMATION

In case of emergency -

Notify_____Telephone_____

Relationship to employee_____

APPLICANTS STATEMENT

I CERTIFY THAT THE ANSWERS GIVEN HERE ARE TRUE AND COMPLETE. I AUTHORIZE INVESTIGATION OF ALL STATEMENTS CONTAINED IN THIS APPLICATION FOR EMPLOYMENT AS MAY BE NECESSARY IN ARRIVING AT AN EMPLOYMENT DECISION. THIS APPLICATION FOR EMPLOYMENT SHALL BE CONSIDERED ACTIVE FOR A PERIOD OF TIME NOT TO EXCEED 30 DAYS. ANY APPLICANT WISHING TO BE CONSIDERED FOR EMPLOYMENT BEYOND THIS TIME PERIOD, SHOULD INQUIRE AS TO WHETHER OR NOT APPLICATIONS ARE BEING ACCEPTED AT THAT TIME. I HEREBY UNDERSTAND AND ACKNOWLEDGE THAT, UNLESS OTHERWISE DEFINED BY APPLICABLE LAW, ANY EMPLOYMENT RELATIONSHIP WITH THIS ORGANIZATION IS OF AN "AT WILL" NATURE, WHICH MEANS THAT THE EMPLOYEE MAY RESIGN AT ANY TIME AND THE EMPLOYER MAY DISCHARGE THE EMPLOYEE AT ANY TIME WITH OR WITHOUT CAUSE. IT IS FURTHER UNDERSTOOD THAT THIS "AT WILL" EMPLOYMENT RELATIONSHIP MAY NOT BE CHANGED BY ANY WRITTEN DOCUMENT OR BY CONDUCT UNLESS SUCH CHANGE IS SPECIFICALLY ACKNOWLEDGED IN WRITING BY AN AUTHORIZED EXECUTIVE OF THIS ORGANIZATION. IN THE EVENT THAT I ACCEPT EMPLOYMENT AT BIBLIA, INC., I UNDERSTAND THAT FALSE OR MISLEADING INFORMATION GIVEN IN MY APPLICATION OR INTERVIEW MAY RESULT IN DISCHARGE. I UNDERSTAND THAT I AM REQUIRED TO ABIDE BY ALL RULES AND REGULATIONS OF BIBLIA, INC.

APPLICANT'S SIGNATURE_____ DATE _____