

APPLICATION FOR EMPLOYMENT

Interviewed by: _____
 Date of Interview: _____

OXFORD DEVELOPMENT COMPANY

Oxford Development Company is an equal opportunity employer. All qualified applicants will receive consideration for employment and will not be discriminated against on the basis of disability or their protected Veteran status.

Hired by: _____
 Position hired for: _____
 Rate of Pay: _____
 Start Date: _____

PERSONAL			
Last Name	First	Middle	Date
Street Address		Home Phone ()	
City, State, Zip Code			
Position Applying For			
Have you ever applied for employment with Oxford Development Company? <input type="checkbox"/> Yes <input type="checkbox"/> No			
How were you referred to Oxford Development Company?			
Have you ever worked for Oxford Development Company or its affiliate companies? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, Dates _____ Location _____ Supervisor _____			
Are you applying for <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time			
Are you legally eligible for employment in the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Are you of legal age to work? <input type="checkbox"/> Yes <input type="checkbox"/> No			
When will you be available to begin to work?			

EDUCATION			
SCHOOL	NAME/LOCATION OF SCHOOL	Please circle Years completed	WHAT DEGREE, IF ANY?
GRADUATE		1 2 3 4	
COLLEGE		1 2 3 4	
BUSINESS/TRADE TECHNICAL		1 2 3 4	
HIGH SCHOOL		1 2 3 4	

*IF YOU HAVE RELEVANT LICENSES, CERTIFICATIONS OR MEMBERSHIPS IN PROFESSIONAL ORGANIZATIONS, PLEASE FEEL FREE TO LIST THEM BELOW:

1. _____ 2. _____ 3. _____

EMPLOYMENT		Please give accurate, complete full-time and part time employment record. Start with your present or most recent employer.	
1	Company Name	Telephone ()	
	Address	Employed-(State month and year) From To	
	Name of Supervisor	Weekly pay Start Last	
	State Job Title and Describe Your Work	Reason for Leaving	
2	Company Name	Telephone ()	
	Address	Employed-(State month and year) From To	
	Name of Supervisor	Weekly pay Start Last	
	State Job Title and Describe Your Work	Reason for Leaving	
3	Company Name	Telephone ()	
	Address	Employed-(State month and year) From To	
	Name of Supervisor	Weekly pay Start Last	
	State Job Title and Describe Your Work	Reason for Leaving	

4	Company Name	Telephone ()
	Address	Employed-(State month and year) From To
	Name of Supervisor	Weekly pay Start Last
	State Job Title and Describe Your Work	Reason for Leaving

5	Company Name	Telephone ()
	Address	Employed-(State month and year) From To
	Name of Supervisor	Weekly pay Start Last
	State Job Title and Describe Your Work	Reason for Leaving

We may contact the employers listed above unless you indicate those you do not want us to contact.	DO NOT CONTACT
	Employer Number(s) _____ Reason _____ _____

State whether you have ever been involuntarily terminated or suspended from any previous employment and describe the circumstances.

MILITARY	Did you serve in the U.S. Armed Forces? <input type="checkbox"/> Yes <input type="checkbox"/> No	If "Yes," in what Branch?
Describe any training received relevant to the position for which you are applying.		
_____ _____ _____		

What was your previous address?	How long at present address? _____ Years
	How long at previous address? _____ Years

Have you been convicted of or pled guilty to any crime, misdemeanor or summary offense in the past ten years? Yes No

If "Yes," describe in full.

*Factors such as age and time of the offense, seriousness, nature of the violation and rehabilitation will be taken into account.

State names of relatives and friends working for us:

S I G N A T U R E	PLEASE READ CAREFULLY BEFORE SIGNING THIS APPLICATION
	By signing this Application for Employment, I certify that all information I have provided in this Application is true, correct and complete, to the best of my knowledge.
	By signing this Application, I hereby authorize the former and current employers listed on this Application to provide to Oxford Development Company any and all information concerning my performance as an employee, including the circumstances of my departure. I agree that neither Oxford Development Company nor the providers of information will be violating my right to privacy in any manner. I release Oxford Development Company and my current and prior employers from any and all liability arising out of such release of information, regardless of the content of such information.
	By signing this Application, I UNDERSTAND AND AGREE THAT, IF I AM EMPLOYED, I SHALL BE EMPLOYED ON AN AT-WILL BASIS. I understand that "at-will basis" means that I will have the right to terminate the employment relationship, if any, at any time and for any reason, with or without cause, and that Oxford Development Company will have the same right to terminate the employment relationship, if any, at any time and for any reason, with or without cause. I understand that no one other than the General Manager of Oxford Development Company may enter into any agreement with me contrary to the foregoing and that any such contrary agreement must be in writing and signed by the General Manager.
	By signing below, I verify that I have read the above Conditions. I understand them and agree to them.

	Date

	Signature