

SAME DAY Xpress

APPLICATION FOR WORK

Position desired: (List One)	Hours of availability:	Hourly rate or annual salary desired:	Date of application
			Date available for work:
Other types of work in which you are interested or qualified:			

GENERAL INFORMATION

Last Name	First Name	Middle Name	Phone Number	
Present Address		City	State	Zip
Previous Address		City	State	Zip
Are you eligible to work in the U.S.?	Yes	No		
If under 18, can you provide a work permit?	Yes	No		

EDUCATION

School	Name and Address of School	Years completed	Degree Received
High School			
College or Trade School			
Specilized Traing			
Other			

EMPLOYMENT HISTORY (UP TO 3)

Name of Employer:			
Address of Employer:			
Name of last supervisor:			
Dates of employment - Starting Date:		Ending Date:	
Salary - Starting Salary:		Ending Salary:	
Last job title:			
List the jobs you held, duties performed, skills used or learned, advancements, or promotions while you worked at this company:			
Reason for Leaving (be specific):			
May we contact your employer:	yes	no	Phone:

Name of Employer:			
Address of Employer:			
Name of last supervisor:			
Dates of employment - Starting Date:		Ending Date:	
Salary - Starting Salary:		Ending Salary:	
Last job title:			
List the jobs you held, duties performed, skills used or learned, advancements, or promotions while you worked at this company:			
Reason for Leaving (be specific):			
May we contact your employer:	yes	no	Phone:

Name of Employer:			
Address of Employer:			
Name of last supervisor:			
Dates of employment - Starting Date:		Ending Date:	
Salary - Starting Salary:		Ending Salary:	
Last job title:			
List the jobs you held, duties performed, skills used or learned, advancements, or promotions while you worked at this company:			
Reason for Leaving (be specific):			
May we contact your employer:	yes	no	Phone:

IF APPROPRIATE TO THE POSITION YOU SEEK, INDICATE: TYPING WPM:_____ SHORTHAND WPM:_____
LIST OFFICE MACHINES YOU OPERATE:

IF APPROPRIATE TO THE POSITION YO SEEK, LIST THE TRADES IN WHICH YOU ARE SKILLED OR HAVE
EXPERIENCE:

U.S. MILITARY SERVICE

Branch of military:_____ Final Rank:_____

Describe military duties, experience, training and skills relevant to the position you are seeking:

Type of discharge:_____ Date of discharge:_____
(A dishonorable discharge is not an absolute bar to employment.)

CRIMINAL RECORD

Have you ever been convicted of a crime? Yes :_____ No:_____

If yes, state date and details below. A conviction will not necessarily disqualify you for the job for which you
have applied.

(For Internal Accreditation Use Only)

Date Hired: _____ Position: _____ Wage Rate: _____

Other:

SIGNATURES AND STATEMENTS

PLEASE READ BEFORE SIGNING

If you have any questions about the following statements, please ask them of the interviewer.

This application will be given every consideration, but SAME DAY Xpress Inc.'s receipt of it does not imply that you will be offered work.

By signing below, you will authorize SAME DAY Xpress Inc., to investigate all statements made in this application and will release SAME DAY Xpress Inc., and its employees from any liability relating to such investigation. SAME DAY Xpress Inc., may obtain an investigative report or credit report which may include information concerning your credit standing, credit capacity, character, general reputation, personal characteristics or mode of living. If necessary, a separate Authorization and Release will be presented to you for your review and signature to authorize SAME DAY Xpress Inc., to obtain such a report.

SAME DAY Xpress Inc., may require the completion of a physical examination as a condition of work. Successful completion of drug and/or alcohol test may also be required as a condition of work and as a condition of continued work.

By signing below, you certify that all statements made by you in this application are true and complete to the best of your knowledge. Any misrepresentation or omission may be cause for rejection of the application for work or may be cause for contract termination if already contracted for work.

By signing below, you acknowledge that nothing contained in this application or in the interview process is intended to create a contract between SAME DAY Xpress Inc., and you. You further understand that no representative of SAME DAY Xpress Inc., other than an officer of SAME DAY Xpress Inc., has any authority to enter into any agreement with you for any specified period of time or to guaranty some other benefit.

I acknowledge that I have read and understand each of the above statements.

Applicant Signature

Date

The form can also be printed and faxed in to 410-676-8876.