

# APPLICATION FOR EMPLOYMENT

CAVEN ENTERPRISES, INC. IS AN EQUAL OPPORTUNITY EMPLOYER, DEDICATED TO A POLICY OF NONDISCRIMINATION IN EMPLOYMENT ON ANY BASIS INCLUDING RACE, CREED, COLOR, AGE, SEX, RELIGION, NATIONAL ORIGIN, SEXUAL ORIENTATION OR OTHER UNLAWFUL REASONS.

WHICH VENUE(S) ARE YOU APPLYING FOR? (CIRCLE)

STATION 4

SUE ELLEN'S

JR'S

THE MINING COMPANY

PERSONAL INFORMATION:

DATE:

NAME: \_\_\_\_\_

PRESENT

ADDRESS: \_\_\_\_\_

HOW LONG AT PRESENT ADDRESS: \_\_\_\_\_ PHONE NUMBER: \_\_\_\_\_

ARE YOU OVER 21? YES / NO REFERRED BY: \_\_\_\_\_

IN CASE OF EMERGENCY

NOTIFY: \_\_\_\_\_

ADDRESS AND

PHONE: \_\_\_\_\_

POSITION APPLIED

FOR: \_\_\_\_\_

HAVE YOU EVER BEEN EMPLOYED WITH US BEFORE: \_\_\_\_\_ YES \_\_\_\_\_ NO

CURRENTLY EMPLOYED? \_\_\_\_\_ YES \_\_\_\_\_ NO

MAY WE CONTACT YOUR CURRENT AND PREVIOUS EMPLOYERS? \_\_\_\_\_ YES \_\_\_\_\_ NO

UNDER THE IMMIGRATION REFORM AND CONTROL ACT, CAVEN ENTERPRISES IS REQUIRED TO OBTAIN FROM ANYONE HIRED, DOCUMENTS ESTABLISHING THEIR IDENTITY AND ELIGIBILITY TO WORK IN THE UNITED STATES. IF HIRED, CAN YOU PROVIDE SUCH DOCUMENTS? \_\_\_\_\_ YES \_\_\_\_\_ NO

HAVE YOU BEEN CONVICTED OF A FELONY WITHIN THE LAST 7 YEARS? \_\_\_\_\_ YES \_\_\_\_\_ NO  
CONVICTION WILL NOT NECESSARILY DISQUALIFY AN APPLICANT FROM EMPLOYMENT.  
IF YES PLEASE

EXPLAIN: \_\_\_\_\_

FORMER/PRESENT EMPLOYERS: PLEASE LIST 3 EMPLOYERS

1. YOUR PRESENT OR LAST EMPLOYER

WAS: \_\_\_\_\_

BEGINNING AND ENDING

DATE: \_\_\_\_\_

POSITION AND SALARY: \_\_\_\_\_

REASON FOR SEPARATION: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_ NUMBER: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

2.  
EMPLOYER: \_\_\_\_\_  
BEGINNING AND ENDING  
DATE: \_\_\_\_\_  
POSITION AND SALARY: \_\_\_\_\_  
REASON FOR SEPARATION: \_\_\_\_\_  
CONTACT NAME: \_\_\_\_\_ NUMBER: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_

3.  
EMPLOYER: \_\_\_\_\_  
BEGINNING AND ENDING  
DATE: \_\_\_\_\_  
POSITION AND SALARY: \_\_\_\_\_  
REASON FOR SEPARATION: \_\_\_\_\_  
CONTACT NAME: \_\_\_\_\_ NUMBER: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_

REFERENCES: LIST THREE PERSONS NOT RELATED, WHOM YOU HAVE KNOWN FOR AT LEAST ONE YEAR [NAME, ADDRESS, PHONE NUMBER].

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

ARE YOU ABLE TO PERFORM THE ESSENTIAL FUNCTIONS OF THE JOB YOU ARE APPLYING FOR? \_\_\_ YES \_\_\_ NO

CONDITIONS FOR EMPLOYMENT WITH CAVEN ENTERPRISES, INC.:  
BEFORE YOUR EMPLOYMENT MAY BEGIN, YOU MUST:

REPORT TO THE CORPORATE OFFICE AND SHOW THE FOLLOWING REQUIRED PAPERWORK:

- A. STATE ISSUED DRIVER LICENSE OR I.D. CARD WITH PHOTOGRAPH [FEDERAL REQUIREMENT]
- B. ALCOHOL BEVERAGE TRAINING CERTIFICATE
- C. SOCIAL SECURITY CARD [FEDERAL REQUIREMENT]
- D. OR BIRTH CERTIFICATE [FEDERAL REQUIREMENT]

CAVEN ENTERPRISES, INC. STRICTLY ENFORCES ALL FEDERAL AND STATE REQUIREMENTS IN REGARD TO EMPLOYMENT GUIDELINES. IN ADDITION TO SPECIFIC DOCUMENTS REQUIRED BY VARIOUS GOVERNMENT AGENCIES, CAVEN ENTERPRISES, INC. HAS ADOPTED ADDITIONAL FORMS WHICH YOU ARE REQUIRED TO FILL OUT. THESE FORMS HAVE BEEN ESTABLISHED SO THAT YOU, A NEW EMPLOYEE, ARE AWARE OF VARIOUS COMPANY POLICIES. NO APPLICANT WILL BECOME AN "OFFICIAL" EMPLOYEE UNTIL THEY HAVE BEEN RELEASED BY THE PERSONNEL DEPARTMENT.

I CERTIFY THAT THE ANSWERS GIVEN HEREIN ARE TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE. I AUTHORIZE INVESTIGATION OF ALL STATEMENTS CONTAINED IN THIS APPLICATION FOR EMPLOYMENT AS MAY BE NECESSARY IN ARRIVING AT AN EMPLOYMENT DECISION.

\_\_\_\_\_  
SIGNATURE OF APPLICANT