

**Durand, Inc.**  
**304 Birchfield Drive**  
**Mt. Laurel, NJ 08054**

**APPLICATION FOR EMPLOYMENT – Version July 2019**

**Please type or print clearly**

This application will aid us in obtaining a clear understanding of your qualifications to fill specific job openings. It is the policy of this organization to provide equal employment opportunity without regard to race, color, religion, sex, pregnancy, national origin, ancestry, citizenship, age, marital status, physical or mental disability, medical condition, veteran status or sexual orientation. Complete all information on the application; we cannot consider you for a position unless all the requested information is provided by you. If you have additional information that will help us to further evaluate you as a potential employee (such as a resume or letter of recommendation), please attach it to the completed application. Please note that we will consider this application active for 30 days after our receipt. Thereafter, you must reapply if further interested in employment.

**Personal Information**

NAME

\_\_\_\_\_  
Last First Middle Social Security Number

PRESENT ADDRESS

\_\_\_\_\_  
Street City State Zip Code

PERMANENT ADDRESS

\_\_\_\_\_  
Street City State Zip Code

PHONE NUMBERS (\_\_\_\_)

\_\_\_\_\_  
Home Cell

If related to anyone in our employ, state name and department:

Referred By: \_\_\_\_\_

**EMAIL ADDRESS:** \_\_\_\_\_

Are you prevented from lawfully becoming employed in this country because of a visa/ immigration status?

Yes \_\_\_\_\_ No \_\_\_\_\_

**Employment Desired**

POSITION \_\_\_\_\_

Can you perform the essential functions for the job, which you are applying either with or without reasonable accommodation? Yes \_\_\_\_\_ No \_\_\_\_\_

Date you can start \_\_\_\_\_ Pay desired \_\_\_\_\_

Are you employed now? \_\_\_\_\_ If so, can we inquire of your present employer? \_\_\_\_\_

Ever work for Durand? \_\_\_\_\_ Ever applied to Durand? \_\_\_\_\_

If so, where? \_\_\_\_\_ If so, when? \_\_\_\_\_

How did you hear of this opening? \_\_\_\_\_

**Education**

	NAME AND LOCATION OF SCHOOL	DID YOU GRADUATE?		MAJOR SUBJECTS	GRADE AVERAGE
		YES	NO		
GRAMMAR SCHOOL	_____				
HIGH SCHOOL	_____				
COLLEGE	_____				
TRADE BUSINESS OR CORRESPONDENCE SCHOOL	_____				

LAST

FIRST

MIDDLE

Have you ever been convicted of a crime? If YES, please explain. *(Conviction does not necessarily disqualify applicant from employment.)*

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**Activities: Civic, Athletic, etc.** *(Exclude organizations, the name of which indicates the race, creed, sex, marital status, age, color, disability, handicap or national origin of its members.)*

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**Former Employers** *(List below your last four employers, beginning with present or most recent.)*

DATE (FROM/TO) MONTH AND YEAR	NAME AND ADDRESS OF EMPLOYER	POSITION	REASON FOR LEAVING	CONTACT
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**References** *Give the name of three persons not related to you, whom you have known at least one year (work references preferably).*

NAME	ADDRESS	BUSINESS/ TELEPHONE NO.	YEARS AQUAINTED
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**APPLICANTS FOR POSITION THAT REQUIRES A DRIVER'S LICENSE OR USE OF A COMPANY VEHICLE MUST COMPLETE THE FOLLOWING**

Do you hold a valid driver's license? (YES or NO) \_\_\_\_\_

Is your driver's license currently revoked in any state? (YES or NO) \_\_\_\_\_

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**STATEMENT**

I verify that the facts contained in this application are true and complete to the best of my knowledge, and I understand that if I am employed, a false statement on this application will be reason for me to be fired. I understand that a false or misleading statement or omission during any interview of me or on this form may be a cause for rejection of my application or may be cause for my employment to be terminated, if I am hired. I authorize investigation of all statements contained in this application and authorize the references listed in this application to give you any information they may have personal or otherwise, and I release all parties from all liability for any damage that may result from furnishing that information to you. I acknowledge that if I have not fully completed this application, I will not be considered for potential employment.

I understand that Durand, Inc. (which is referred to in this statement as Durand) prohibits the use, possession, distribution, purchase or sale of illegal drugs and the illegal use of drugs during employment. I also understand that the use of alcohol or being under the influence of alcohol while at work is also prohibited. In accordance with Durand's Substance Abuse Policy, I am willing to submit to drug testing to detect use of illegal drugs prior to and/or during (if I am hired) employment. I am also willing to submit to alcohol testing, physical examination, motor vehicle check, and a criminal background check. I also understand that my employment is contingent upon maintaining any all licenses required to work on the jobs I am assigned.

By me signing my name below, I understand that nothing contained in this application or in the interview process is intended to create an employment contract between Durand and me. I understand that any guarantee, term or benefit shall be valid only if it is included in an employment contract for me with Durand that is signed by the Executive Director of Durand. I understand that this entire Statement applies to the period before and after I may become employed. I acknowledge that I have read and understand each of the above three paragraphs (including this paragraph) as well as the entire Application Form.

DATE \_\_\_\_\_ SIGNATURE \_\_\_\_\_

## AFTER COMPLETION, ROUTE TO HUMAN RESOURCES APPLICANT EEO

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**COMPLETION OF THIS FORM IS VOLUNTARY AND IN NO WAY AFFECTS THE DECISION REGARDING YOUR APPLICATION FOR EMPLOYMENT. THIS FORM IS CONFIDENTIAL AND WILL BE MAINTAINED SEPARATELY FROM YOUR APPLICATION FORM.**

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**PLEASE PRINT**

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NAME (LAST, FIRST, MIDDLE)	DATE
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POSITION APPLIED FOR (LIST ONLY ONE)

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### WHAT IS YOUR RACE/ETHNIC ORIGIN?

- ☐ WHITE
- ☐ HISPANIC
- ☐ AMERICAN INDIAN/ALASKAN NATIVE
- ☐ AFRICAN AMERICAN
- ☐ ASIAN/PACIFIC ISLANDER

### WHAT IS YOUR SEX?

- ☐ MALE
- ☐ FEMALE

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### HOW DID YOU LEARN ABOUT THIS OPENING?

- ☐ NEWSPAPER AD (WHERE: \_\_\_\_\_)
- ☐ EMPLOYMENT AGENCY (NAME: \_\_\_\_\_)
- ☐ COLLEGE RECRUITING
- ☐ STATE JOB SERVICE
- ☐ INTERNET
- ☐ OTHER (PLEASE SPECIFY: \_\_\_\_\_)