



# DÜMMEN ORANGE®

## APPLICATION FOR EMPLOYMENT

Dummen NA, Inc. is an Equal Opportunity Employer. Qualified applicants are considered for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, disability or handicap, or any other legally protected status. All qualified applicants will be given equal opportunity and selection decisions are based solely on job-related factors.

### PERSONAL INFORMATION

Name (Full – Last, First, MI) *		Email address*	
Street address*	City*	State*	Zip*
Phone number*	Have you previously filed an application with us? ____ Yes ____ No When?		
Have you previously been employed by our company? ____ Yes ____ No When?	Do you have any friends or relatives working here? ____ Yes ____ No If so, please list		
Are you legally authorized to work in the United States? ____ Yes ____ No Can you provide proof of eligibility to work in the US? ____ Yes ____ No (Proof of eligibility is required for employment)	Are you at least 18 years of age? ____ Yes ____ No Can you furnish a work permit? ____ Yes ____ No ____ Not Applicable		
Position applied for*	Desired wages/salary*	What date are you available to start work?	
Are you willing to work ____ Full Time ____ Part Time ____ Temporary ____ 2 <sup>nd</sup> Shift ____ Weekends ____ Overtime			

### EDUCATION

High school*	City/state	Did you graduate? ____ Yes ____ No	
College	City/state	Degree received or expected Major/Field	GPA
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List other education, licenses, certifications, apprenticeships, internships, and/or specialized training or skills relevant to this position (such as applicable military training)			

### EMPLOYMENT HISTORY (List previous employers, beginning with the most recent)

<b>Present or Last Position</b>	Name of company	From mo/yr	To mo/yr
Street address	City	State	Zip
Duties	Reason for leaving		
Name of supervisor	Title and department of supervisor	Email address of supervisor	

If currently employed, may we contact your present employer? \_\_\_\_ Yes \_\_\_\_ No

\* Required field

<b>Previous position</b>	Name of company	From mo/yr	To mo/yr
Street address	City	State	Zip
Duties	Reason for leaving		
Name of supervisor	Title and department of supervisor	Email address of supervisor	
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### ADDITIONAL INFORMATION

Have you ever been bonded?  Yes  No      If yes, has bond ever been refused or cancelled?  Yes  No

Are you currently on lay-off and subject to recall?  Yes  No

Are you bound by any non-compete agreements with your current or former employer(s)?  Yes  No      If yes, attach a copy of agreement.

Do you have commitments or agreements with an employer that may affect employment at Dümme Orange?  Yes  No

If yes, please explain.

Do you have a reliable means of transportation to and from work?  Yes  No

If applying for a position that requires driving, do you have a valid driver's license?  Yes  No

Please list date and description of all chargeable accidents.

Driver's license # \_\_\_\_\_ State \_\_\_\_\_ Class \_\_\_\_\_ Commercial Driver's License (CDL)  Yes  No

Please specify the strengths and experience you bring to this opportunity\*

List computer software programs in which you are proficient

If applying for a clerical position, what business equipment can you operate? (For example, computers, copiers, etc.)

If applying for a clerical/administrative/professional position that requires speed and accuracy on the keyboard and/or number key pad, please indicate/estimate your words and/or numbers per minute \_\_\_\_\_

If a skills test is required to proceed with the application process, are you willing to take an on-line test?  Yes  No

\* Required field

**PLEASE READ THE FOLLOWING STATEMENTS CAREFULLY BEFORE SIGNING**

**JOB APPLICANT’S AGREEMENT AND CERTIFICATION**

- In consideration of my employment, I agree to conform to the policies and procedures of the company. I understand that in accepting this application, the company is in no way obligated to provide me with employment and that I am not obligated to accept employment if offered. Furthermore, if employed, I understand that I am employed at will and that my employment and compensation can be terminated with or without reason, and with or without notice at any time.
- I understand that this application will be kept on file for six months from the date completed, after which time I would have to reapply in accordance with established company procedures.
- I certify that the facts contained in this application are true and complete to the best of my knowledge. I understand that any misrepresentation or falsification of information or significant omissions on either this application or during the pre-employment process will result in my application being rejected, or, may be cause for subsequent dismissal if I am hired.
- I also understand that any offer of employment is conditioned upon pre-employment procedures and requirements, which include standard background checks. I will, upon request, sign all necessary consent and authorization and release forms. I voluntarily and knowingly authorize Dümme Orange and/or its agents to verify any aspect of the information contained in my employment application, through public and private sources. I authorize any third party organization to perform a consumer report and background investigation.
- I also authorize and consent any companies, schools or persons listed on this application (or accompanying resume) to give any information regarding my employment, qualifications and character to Dümme Orange. I understand that the employment information may include, but is not necessarily limited to, performance evaluation and reports, job descriptions, disciplinary reports, letters of reprimand, and opinions regarding my suitability for employment possessed by it.
- I voluntarily and knowingly, fully release and discharge, absolve, indemnify and hold harmless you, your agents and any former employer, person, firm, corporation, school or government agency, its officers, employees and agents from any and all claims, liability, demands, causes of action, damages, or costs, including attorney's fees, present or future, whether known or unknown, anticipated or unanticipated, arising from or incident to the disclosure or release of any such information to you, your agents, or consumer reporting agency.
- I understand that I may be required to take a drug test as a part of the application process, as a condition of employment or at any time during employment. I may also be required to take and pass a physical exam required by the position if I am selected for employment and before beginning employment. I may also be required to take and pass a physical exam if I am selected for employment and before beginning employment.
- **I agree that any claim or lawsuit relating to my service with Dümme Orange must be filed no more than twelve (12) months after the date of the action that is the subject of the claim or lawsuit. I waive any statute of limitations to the contrary.**
- **I have read and understand the contents of this employment application and am fully able and competent to complete it.**
- **I am able to perform the essential functions and duties of this position, with or without reasonable accommodation.**

Signature (type full name)\*

\_\_\_\_\_ I accept the above signature as my electronic signature\*

Date\*

By selecting the "I Accept" button, you are signing this application electronically. You agree your electronic signature is the legal equivalent of your manual/handwritten signature on this application. By selecting "I Accept" using any device, means or action, you consent to the legally binding terms and conditions of this application.

**DÜMMEN ORANGE IS AN EQUAL OPPORTUNITY EMPLOYER**

\* Required field