

The Flinchbaugh Company, Inc.
245 Beshore School Road
Manchester, PA 17345

Employment Application

Programs, services, and employment are available equally to everyone. Please inform the Human Resources Department if you require reasonable accommodation to the application or interview.

Date: _____

APPLICATION DATA:

How were you referred to us? _____ Position applied for: _____

Full Name: _____
(LAST) (FIRST) (MIDDLE)

Address: _____ City: _____ State: _____ Zip: _____

Phone: () _____ Mobile//Other Phone: _____ Email Address: _____

Date available to start: / / _____ Salary Requirement: \$ _____

If you are under 18 years of age and we require a work permit, can you furnish one? Yes No

If no, please explain: _____

Have you ever worked for this company? Yes No If yes, when? _____

Are you a citizen of the United States? Yes No If not, do you have work papers? Yes No

Type of employment desired: Full-time Part-time

EDUCATION:

High School: _____ Address: _____
of Years Completed: _____ Did you graduate? Yes No Degree: _____
Major: _____ GPA: _____

College/University: _____ Address: _____
of Years Completed: _____ Did you graduate? Yes No Degree: _____
Major: _____ GPA: _____

Other: _____ Address: _____
of Years Completed: _____ Did you graduate? Yes No Degree: _____
Major: _____ GPA: _____

REFERENCES:

Please furnish the names, addresses and telephones numbers of three people to whom you are not related and by whom you have not been employed.

Name: _____ Phone: () _____
Address: _____ City: _____ State: _____ Zip: _____

Name: _____ Phone: () _____
Address: _____ City: _____ State: _____ Zip: _____

Name: _____ Phone: () _____
Address: _____ City: _____ State: _____ Zip: _____

SUMMARIZE YOUR SPECIAL SKILLS OR QUALIFICATIONS:

PREVIOUS EMPLOYMENT (begin with most recent position):

Dates of Employment: From / / / To / / / Position held:
Firm: Address:
Phone () Supervisor: Title:
Responsibilities:
Starting Salary & Title: Ending Salary:
Reason for Leaving:
May we contact this employer for reference? Yes No

Dates of Employment: From / / / To / / / Position held:
Firm: Address:
Phone () Supervisor: Title:
Responsibilities:
Starting Salary & Title: Ending Salary:
Reason for Leaving:
May we contact this employer for reference? Yes No

Dates of Employment: From / / / To / / / Position held:
Firm: Address:
Phone () Supervisor: Title:
Responsibilities:
Starting Salary & Title: Ending Salary:
Reason for Leaving:
May we contact this employer for reference? Yes No

The Flinchbaugh Company, Inc. is an equal employment opportunity employer. We adhere to a policy of making employment decisions without regard to race, color, religion, sex, sexual orientation, national origin, citizenship, age or disability. We assure you that your opportunity for employment with this company depends solely on your qualifications. Thank you for completing this application form and for your interest in our business.

I certify that all the information submitted by me on this application is true and complete, and I understand that if any false information, omissions, or misrepresentations are discovered, my application may be rejected and, if I am employed, my employment may be terminated at any time, with or without cause, and with or without notice, at any time, at either my or the company's option. I also understand and agree that the terms and conditions of my employment may be changed, with or without cause, and with or without notice, at any time by the company. I understand that no company representative, other than it's President, and then only when in writing and signed by the President, has any authority to enter into any agreement for employment for any specified of time, or to make any agreement contrary to the foregoing.

Signature of Applicant: _____ Date: _____