



**EMPLOYMENT APPLICATION**  
An Equal Opportunity Employer

Please Print

\_\_\_\_\_ Date \_\_\_\_\_ Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Middle \_\_\_\_\_

**Present Address**

\_\_\_\_\_ No & Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**Permanent Address** (if different from present address)

\_\_\_\_\_ No & Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**Home Phone** ( ) \_\_\_\_\_ **Other Phone** ( ) \_\_\_\_\_

**Social Security Number:** \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

**Position(s) Applying For:** \_\_\_\_\_

Were you referred? If so, by whom or what source? \_\_\_\_\_

**Personal Information:**

Have you ever applied to or worked for XNERGY before?  Yes  No

If yes, when? \_\_\_\_\_

Do you have any friends or relatives working for XNERGY?  Yes  No

If yes, state name(s) and relationship:

\_\_\_\_\_ Name \_\_\_\_\_ Relationship \_\_\_\_\_

\_\_\_\_\_ Name \_\_\_\_\_ Relationship \_\_\_\_\_

If hired, would you have a reliable means of transportation to and from work?  Yes  No

Are you at least 18 years old? (If under 18, hire is subject to verification that you are of minimum legal age.).....  Yes  No

If hired, can you present evidence of your U.S. citizenship or proof of your legal right to live and work in this country?.....  Yes  No

Are you able to perform the essential functions of the job for which you are applying, either with or without reasonable accommodation? .....  Yes  No  
If no, describe the functions that cannot be performed.

(Note: We comply with the ADA and consider reasonable accommodation measures that may be necessary for eligible applicants/employees to perform essential functions. Hire may be subject to passing a medical examination, and to skill and agility test.)

Have you ever been convicted of a criminal offense (felony or serious misdemeanor)? (Convictions for marijuana-related offenses that are more than two years old need not be listed.)  Yes  No

(Note: No applicant will be denied employment solely on the grounds of conviction of a crime offense. The nature of the offense, date of the offense, the surrounding circumstances and the relevance of the offense to the position (s) applied for may, however, be considered.)

**EDUCATION, TRAINING & EXPERIENCE**

School	Name Address	No. years Completed	Did you Graduate?	Degree or Diploma?
High School	_____	_____	_____	_____
College/ University	_____	_____	_____	_____
Vocational/ Business	_____	_____	_____	_____

**EMPLOYMENT HISTORY**

List below all present and past employment starting with you most recent employer (last five years is sufficient). Account for all periods of unemployment. You must complete this section even if attaching resume.

_____ Name of Employer	_____ Telephone #
_____ Type of Business	_____ Your Supervisor's Name
_____ Address & Street	_____ City State Zip
Dates of Employment _____ From To	Weekly Pay: _____ Starting Ending

\_\_\_\_\_  
Your Position and Duties

\_\_\_\_\_  
Reason for Leaving

May we contact this employer for a reference?  Yes  No

_____ Name of Employer	_____ Telephone #
_____ Type of Business	_____ Your Supervisor's Name
_____ Address & Street	_____ City State Zip
Dates of Employment _____ From To	Weekly Pay: _____ Starting Ending

\_\_\_\_\_  
Your Position and Duties

\_\_\_\_\_  
Reason for Leaving

May we contact this employer for a reference?  Yes  No

Note: Attach additional page(s) if necessary.

**REFERENCES**

List below three persons not related to you who have knowledge of you work performance within the last three years.

_____ First Name	_____ Last Name	_____ Telephone No.	
_____ Address & Street	_____ City	_____ State	_____ Zip
_____ Occupation	_____ No. of Years Acquainted		

_____ First Name	_____ Last Name	_____ Telephone No.	
_____ Address & Street	_____ City	_____ State	_____ Zip
_____ Occupation	_____ No. of Years Acquainted		

_____ First Name	_____ Last Name	_____ Telephone No.	
_____ Address & Street	_____ City	_____ State	_____ Zip
_____ Occupation	_____ No. of Years Acquainted		

**Please Read Carefully, Initial Each Paragraph and Sign Below**

\_\_\_\_\_ I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment and that the answers given by me are true and correct to the best of my knowledge. I further certify that I, the undersigned applicant, have personally completed this application. I understand that any omission or misstatement of material fact on this application or on any document used to secure employment shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery.

\_\_\_\_\_ I hereby authorize the company to thoroughly investigate my references, work record, education and other matters related to my suitability for employment and further, authorize the references I have listed to disclose to the company and any and all letters, reports and other information related to my work records, without giving me prior notice of such disclosure. In addition, I hereby release the company, my former employers and all other persons, corporations, partnerships and associations from any and all claims, demands or liabilities arising out of or in any way related to such investigation or disclosure.

\_\_\_\_\_ I understand that nothing contained in the application, or conveyed during any interview which may be granted or during my employment, if hired, is intended to create an employment contract between me and the company. In addition, I understand and agree that if I am employed, my employment is for no definite or determinable period and may be terminated at any time, with our without prior notice, at the option of either myself or the company, and that no promises or representations contrary to the foregoing are binding on the company unless made in writing and signed by me and the company's designated representative.

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Applicant's Signature**