

# POTTER WEBSTER COMPANY

SINCE 1940

## EMPLOYMENT APPLICATION



FAX TO: (503) 735-3306 ATTN: HR  
EQUAL OPPORTUNITY EMPLOYER

Each question should be fully and accurately answered. Please print all answers.

### PERSONAL:

Date: \_\_\_\_\_  
 Full Name \_\_\_\_\_ Soc. Sec #: \_\_\_\_\_  
 Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Phone # \_\_\_\_\_ Mobile/Pager # \_\_\_\_\_

### JOB DESIRED:

Job(s) applying for: \_\_\_\_\_  
 If you are applying for a Drivers Position, what is your License #: \_\_\_\_\_ State: \_\_\_\_\_  
 Are you working now?  Yes  No Date you can start: \_\_\_\_\_ Wage range desired: \$ \_\_\_\_\_ Per hr.  
 What special skills, training or experiences do you have pertaining to this job you are applying for: \_\_\_\_\_  
 \_\_\_\_\_  
 Are you over 18?  Yes  No What Transportation would you use to get to work? \_\_\_\_\_  
 Are you legally eligible for employment in this country?  Yes  No

### JOB HISTORY

List most recent job first - Explain any gaps in employment

Dates Mo/Year	Company Information	Position/Duties	Reason for Leaving
To From	Co. Name: Phone # Sup. Name:		
To From	Co. Name Phone # Sup. Name:		
To From	Co. Name: Phone # Sup. Name:		

Comments about gaps in employment \_\_\_\_\_  
 What did you like best about your last job? \_\_\_\_\_  
 \_\_\_\_\_

What did you like least about your last job? \_\_\_\_\_

What things are most important to you in a job? \_\_\_\_\_

What was your attendance like at your last job? \_\_\_\_\_

What are your career goals? \_\_\_\_\_

**EDUCATION**

School Level	Name and Location of School	How many Years Attended	Graduated YES/NO	Subjects Studied/Majors
High School				
College				
Trade School or Others				

**MISCELLANEOUS**

What are your hobbies and interests? \_\_\_\_\_

Have you ever been in a supervisor Position?  Yes  No

Where? \_\_\_\_\_ When? \_\_\_\_\_ How many people did you supervise? \_\_\_\_\_

Department? \_\_\_\_\_ Did you enjoy it? \_\_\_\_\_

**I authorize investigation of all statements contained in this application. I understand that misrepresentation or omission of facts is cause for dismissal. Further, I understand that my employment is for no definite period and may, regardless of the date of payment of my wages and salary, be terminated at any time without any previous notice.**

**I understand that before I am hired I may be required to take a pre-employment drug test. Further, I understand that if I am hired, it will be for a 90 day review period, and that during that review period my performance will be evaluated; and that my employment will depend entirely on my ability and performance.**

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

THANK YOU FOR APPLY FOR A POSITION WITH POTTER WEBSTER COMPANY