



Employment Application

Drake is an Equal Opportunity Employer. This application will not be used for limiting or excluding any applicant from consideration for employment on a basis prohibited by local, state, or federal law. Applicants requiring reasonable accommodation in the application and/or process should notify a representative of the organization.



Applicant Information

Application Date: _____

Position(s) applying for: _____

Applicant Name: _____
Last First Middle

Current Address: _____
(Number, Street, City, State, Zip)

Previous Address: _____
If at Current Address (Number, Street, City, State, Zip)
less than three years

Home: (____) ____ - ____ Cell: (____) ____ - ____

Email: _____

Employment Interest

Part-Time work Yes No

Full-Time work Yes No

What days and hours are you available to work? _____

If hired, on what date can you start? _____

Can you work on the weekends? Yes No

Can you work evenings? Yes No

Are you available to work overtime? Yes No

Salary desired: \$ _____

How did you hear about this position? Newspaper Ad Employment Agency
 Walk-in
 Employee Referral- _____
 Other _____



General Information

Have you worked for this company or any other company under a different name? Yes No

If Yes, what _____

If hired, can you provide proof of authorization to work in the United States? Yes No

Are you 18 years old or older? Yes No

Have you ever worked for Drake? Yes No

If yes, when, where, facility? _____

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

If yes, state name and relationship _____

Do you have a reliable manner of transportation by which you may come to work each day?
 Yes No

If hired, are you willing to submit to a controlled substance test? Yes No

Are you able to perform the essential functions of the job for which you are applying, with or without
reasonable accommodation? Yes No

If No, describe the functions that cannot be performed _____

Do you hold a current MSHA (Mine Safety and Health Administration) certificate?

Yes No



Educational Experience

	School Name	City/State	# of Years Attended	Degree/Certificate	Major Area of Study
High School					
College, University, or Trade School					
Additional Courses or Certification					

Skills-

List other skills you possess pertinent to this application.

Employment Experience-

Please list your current and former employers for the past five years, beginning with the most recent. Complete this section, even if you attach a resume.

Employer Name	Position/Title	From/To	Description of Duties	Reason for Leaving
Address City/State	Supervisor Name	Start Salary		
		\$		
Phone Number		End Salary		May we Contact [] Yes [] No
		\$		



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Gap in Employment-

Please explain any gaps of employment of 30 days or more, list month, year, and reason.

References

Please list three persons not related to you who know your qualifications.

Name	Address	Phone	Relationship
Name	Address	Phone	Relationship
Name	Address	Phone	Relationship

Applicant Review

Please read the following very carefully before signing this application.

I hereby authorize Drake to thoroughly investigate my background, references, employment record and other matters related to my suitability for employment. I authorize persons, schools, my current employer (if applicable) and previous employers and organizations contacted by Drake to provide any relevant information regarding my current and/or previous employment, and I release all such persons, schools, and employers of any and all claims for providing such information to Drake. I understand that misrepresentation or omission of facts may result in rejection of this application, or, if hired, discipline up to and including dismissal. I understand that I may be required to sign a confidentiality and/or non-compete agreement should I become an employee of Drake. I understand that filling out this form does not indicate there is a position open and does not obligate Drake to hire me.

I understand that the position I am applying for is an at-will position and that, as such, if hired, either I or Drake would have total, unreviewable discretion to terminate my employment at any time for any reason, with or without cause or prior notice. I also understand that this application and any statements made during the application or interview process do not change the at-will status of any such employment and that, if I accept an offer of employment made by Drake, the terms and conditions of that offer shall be the only terms and conditions of my employment with the company.

Applicant Signature

Date

APPLICANT AFFIRMATIVE ACTION INFORMATION

It is the policy of this organization to provide equal employment opportunity to all qualified applicants for employment without regard to race, color, religion, national origin, sex, age, veteran status or disability. As an affirmative action employer under E.O. 11246 we invite all applicants to identify themselves as indicated below.

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.

PLEASE PRINT

Name: _____
Last First Middle

Date: _____

Position applied for (*list only one*) _____

Where did you hear about this job? _____

Racial origin (You may mark one or more of the following):

- White**—A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.
- American Indian or Alaska Native**—A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.
- Black or African American**—A person having origins in any of the black racial groups of Africa.
- Asian**—A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- Native Hawaiian or Other Pacific Islander**—A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

Ethnicity:

- Hispanic or Latino**—A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.

Sex:

- Male
- Female
- I elect not to identify

Signature: _____

Pre-Offer Protected Veteran Self-Identification Form

This employer is a Government contractor subject to the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended by the Jobs for Veterans Act of 2002, 38 U.S.C. § 4212 (VEVRAA), which requires Government contractors to take affirmative action to employ and advance in employment: (1) disabled veterans; (2) recently separated veterans; (3) active duty wartime or campaign badge veterans; and (4) Armed Forces service medal veterans. These classifications are defined as follows:

(1) *"disabled veteran"* is one of the following: a veteran of the U.S. military, ground, naval or air service who is entitled to compensation (or who but for the receipt of military retired pay would be entitled to compensation) under laws administered by the Secretary of Veterans Affairs; or a person who was discharged or released from active duty because of a service-connected disability.

(2) *"recently separated veteran"* means any veteran during the three-year period beginning on the date of such veteran's discharge or release from active duty in the U.S. military, ground, naval, or air service.

(3) An *"active duty wartime or campaign badge veteran"* means a veteran who served on active duty in the U.S. military, ground, naval or air service during a war, or in a campaign or expedition for which a campaign badge has been authorized under the laws administered by the Department of Defense.

(4) An *"Armed forces service medal veteran"* means a veteran who, while serving on active duty in the U.S. military, ground, naval or air service, participated in a United States military operation for which an Armed Forces service medal was awarded pursuant to Executive Order 12985.

Protected veterans may have additional rights under USERRA—the Uniformed Services Employment and Reemployment Rights Act. In particular, if you were absent from employment in order to perform service in the uniformed service, you may be entitled to be reemployed by your employer in the position you would have obtained with reasonable certainty if not for the absence due to service.

For more information, call the U.S. Department of Labor's Veterans Employment and Training Service (VETS), toll-free, at 1-866-4-USA-DOL.

If you believe you belong to any of the categories of protected veterans listed above, please indicate by checking the appropriate box below. As a Government contractor subject to VEVRAA, we request this information in order to measure the effectiveness of the outreach and positive recruitment efforts we undertake pursuant to VEVRAA.

- I IDENTIFY AS ONE OR MORE OF THE CLASSIFICATIONS OF PROTECTED VETERAN LISTED ABOVE
- I AM NOT A PROTECTED VETERAN
- I CHOOSE NOT TO SELF-IDENTIFY

Print Name

Date