



225 W 450 N
 Kokomo, IN 46901
 (765) 450-8804 – phone
 (765) 450-6042 – fax

APPLICATION FOR EMPLOYMENT

PLEASE PRINT ALL INFORMATION
 REQUESTED EXCEPT SIGNATURE

SUBMIT APPLICATION THROUGH
 MAIL, FAX OR EMAIL TO:
 HR@BERRYIT.NET

APPLICANTS WILL BE SUBJECTED TO A BACKGROUND AND DRUG SCREEN

DATE _____

Name _____
Last First Middle

Present Address _____
Number Street City State Zip

How Long _____ Telephone _____

Email: _____

Have you ever applied to this company before? Yes / No If so, when? _____

Position applied for _____

Salary desired _____

When available for work? _____

TYPE OF SCHOOL	NAME OF SCHOOL	LOCATION (COMPLETE MAILING ADDRESS)	NUMBER OF YEARS COMPLETED	MAJOR & DEGREE
High School				
College/University				
Business/Trade				
Other (specify)				

Have you ever been convicted of a crime? _____ No _____ Yes

If yes, explain number of conviction(s), nature of offense(s) leading to conviction(s), how recently such offenses(s) was/were committed, sentence(s) imposed, and type(s) of rehabilitation. _____

Do you have a driver's license? _____ Yes _____ No

Driver's license number _____ - _____ - _____ State of issue _____ Expiration date _____

___ Operator _____ Commercial(CDL) _____ Chauffeur

Have you had any accidents during the past three years? YES / NO If so, how many? _____

Have you had any moving violations during the past three years? YES / NO If so, how many? _____

Please list two references other than relatives or previous employers	
Name:	Name:
Position:	Position:
Company:	Company:
Address:	Address:
Telephone: () _____ - _____	Telephone: () _____ - _____
How many years have you known them?	How many years have you known them?

FORMER EMPLOYERS: List the last four (4) employers, starting with present or most recent.

Date Month and Year	Name and Address of Employer	Salary	Position	Reason for Leaving	May we contact your employer?
From:		\$			
To:		per:			
From:		\$			
To:		per:			
From:		\$			
To:		per:			
From:		\$			
To:		per:			

I authorize investigation of all statements contained in this application. I understand that misrepresentation or omission of facts called for is cause for dismissal. Further, I understand and agree that my employment is for no definite period and may, at the discretion of the employer, be terminated at any time without any previous notice.

SIGNED: _____

DATE: _____



BACKGROUND AND DRUG AUTHORIZATION

A consumer report (background screening report) and/or an investigative consumer report which may include information concerning your character, employment history, general reputation, personal characteristics, police record, education, qualifications, motor vehicle record, mode of living, and/or credit and indebtedness (can be removed if never seeking credit reports) may be obtained in connection with your application for and/or continued employment with BERRY-IT, INC. **A consumer report and/or an investigative consumer report, along with a drug screen can be obtained at any time during your employment with BERRY-IT, INC.** You have the right, upon written request made within a reasonable time after receipt of this notice, to request disclosure of the nature and scope of any investigative consumer report. Please be advised that the nature and scope of the most common form of investigative consumer report obtained with regard to applicants for employment is an investigation into your education and/or employment history, along with a drug screening.

If you are terminated or quit within 90 days of your hire in date, the fees associated with the background and drug screening will be taken out of your paycheck.

AUTHORIZATION

By signing below, I, _____, hereby voluntarily authorize BERRY-IT, INC. to obtain either a consumer or an investigative consumer report and a drug screen on me from a consumer reporting agency and to consider this information when making decisions regarding my employment and/or continued employment at BERRY-IT, INC. I understand that I have rights under the Fair Credit Reporting Act, including rights discussed above. This report may be delivered in either written or electronic form. **If you are terminated or quit within 90 days of your hire in date, the fees associated with the background and drug screening will be taken out of your paycheck.**

Print Name (last, first, middle)

Social Security Number

Date of Birth (MM/DD/YYYY)
(For ID Purposes Only)

Drivers License Number

Drivers License State

Any other names I have been known by: _____

Current Address: _____

Previous Addresses (Last 7 Years) _____

Signature

Date