



Empire Corporation of Tennessee, Inc.
 PO Box 51786, Knoxville, TN 37950
 (865) 251-4800 Fax (865) 251-2550

Position(s) Applied For:			Date of Application:	
Last Name	First Name	Middle Name		
Address	City		State	Zip Code
Telephone Number:	Alternate Number:		Email:	
What salary / rate of pay do you expect if employed? \$ _____ per _____			When are available to start?	
How Did You Hear About Us?				
On-Line Ad	Employment Agency	Current Employee _____		Other _____

Are you legally eligible to work in the United States? (Proof of eligibility will be required upon offer of employment) YES [] NO []

Are you over the age of 18 years? (If no, you may be required to provide authorization) YES [] NO []

Can you with or without reasonable accommodation perform the essential functions of this job? (If you have any questions about the functions of the job, please ask the interviewer before answering this question.) YES [] NO []

Do you have a valid driver's license? (For driving positions only.) YES [] NO []

Driver's license# _____ Expiration date: _____

Have you been convicted of any moving violations in the past five years? YES [] NO []

If yes, please explain: _____

Have you ever been fired or asked to resign from a job? YES [] NO []

If yes, please explain. _____

Are you willing and able to travel? If yes, please specify how many days per week. YES [] NO []

What is your highest level of education completed? _____ School _____ Year _____

Have you served in the United States Military? YES NO Branch of Service _____ Rank/Grade at Discharge _____

Do you have any specialized training, apprenticeships, licenses, certifications, or skills?

What is your experience level with Computers and Computer software? Beginner Intermediate Advanced Expert

What computer programs or software do you have experience with? _____

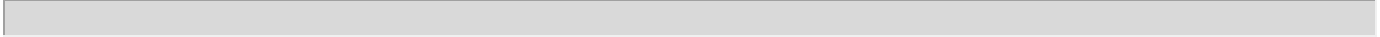
EMPLOYMENT HISTORY *(Begin with current or most recent employer. Do not exclude any employment. Include any applicable temporary employment attach another sheet if necessary.)*

Company Name	<u>Employment Dates</u>		Salary Start / End \$ \$	Name and Title of Supervisor
	From	To		
Address		Phone		

Describe your duties:

Reason for leaving and explanation

May we contact this employer for a reference? Yes No



Company Name	<u>Employment Dates</u>		Salary Start / End \$ \$	Name and Title of Supervisor
	From	To		
Address		Phone		

Describe your duties:

Reason for leaving and explanation

May we contact this employer for a reference? Yes No



Company Name	<u>Employment Dates</u>		Salary Start / End \$ \$	Name and Title of Supervisor
	From	To		
Address		Phone		

Describe your duties:

Reason for leaving and explanation

May we contact this employer for a reference? Yes No



Company Name	<u>Employment Dates</u>		Salary Start / End \$ \$	Name and Title of Supervisor
	From	To		
Address		Phone		

Describe your duties:

Reason for leaving and explanation

May we contact this employer for a reference? Yes No

PROFESSIONAL REFERENCES (Please list three persons, who are not related to you who can provide professional references.)

Name	Address	Phone Number	Relationship	Years Known

INTERVIEW QUESTIONS

- 1) How would a good friend describe you?**

- 2) How would a previous supervisor (teacher, leader, etc.) describe you?**

- 3) What do you do for fun? What do you like to do in your spare time?**

- 4) Tell us about a time when you were part of a team/group. What role did you play? How were you impacted by that experience?**

- 5) Has there been anyone throughout your life that has made a significant impact on you? How exactly have they influenced you?**

- 6) What would you say is your greatest strength?**

- 7) Tell us about an area in your life that you have had to work to improve in the last year.**

PLEASE READ CAREFULLY BEFORE SIGNING

I hereby certify that all of the information provided by me in this application (or any other accompanying or required documents) is correct, accurate and complete to the best of my knowledge. I understand that the falsification, misrepresentation or omission of any facts in said documents will be cause for denial of employment or immediate termination of employment regardless of the timing or circumstances of discovery.

I understand that submission of an application does not guarantee employment. I further understand that, should an offer of employment be extended by Empire Corporation that such employment with Empire Corporation is at will, for no specified duration and may be terminated by either Empire Corporation or myself at any time, with or without cause or notice. I understand that none of the documents, policies, procedures, actions, statements of Empire Corporation or its representatives used during the employment process is deemed a contract of employment real or implied. I understand that no representative of Empire Corporation except the President has the authority to enter into any agreement guaranteeing any conditions of employment or any agreement contrary to the foregoing statements and that any such agreements must be made in writing and signed by the President of Empire Corporation.

In consideration for employment with Empire Corporation, if employed, I agree to conform to the rules, regulations, policies and procedures of Empire Corporation at all times and understand that such obedience is a condition of employment. I understand that due to the nature of Empire Corporation business, attendance and punctuality are considered essential requirements of every job at Empire Corporation and that poor attendance or tardiness will/may result in disciplinary action.

I understand that if offered a position with Empire Corporation, I may be required to submit to a pre-employment medical examination, drug screening and background check as a condition of employment. I understand that unsatisfactory result from, refusal to cooperate with, or any attempt to affect the result of these pre-employments tests and checks will result in withdrawal of any employment offer or termination of employment if already employed.

I hereby authorize any and all schools, former employers, references, courts and any others who have information about me to provide such information to Empire Corporation and/or any of its representatives, agents or vendors and I release all parties involved from any and all liability for any and all damage that may result from providing such information.

I understand that this application is considered current for three months. If I wish to be considered for employment after this period I must fill out and submit a new application.

BY SIGNING BELOW I ACKNOWLEDGE THAT I HAVE READ, UNDERSTOOD AND AGREE TO THE ABOVE STATEMENTS.

Signature

Date

Empire Corporation of Tennessee, Inc. is an equal opportunity employer and affords equal opportunity to all applicants for all positions without regard to race, color, religion, gender, national origin, age, disability, veteran status or any other status protected under local, state or federal laws.