

# APPLICATION FOR EMPLOYMENT

CHARLES D. LOWDER, INC.  
2810 GRIFFITH ROAD  
WINSTON-SALEM, NC 27103

APPLICATION DATE \_\_\_\_\_

NAME \_\_\_\_\_  
LAST FIRST MIDDLE

STREET ADDRESS \_\_\_\_\_

\_\_\_\_\_  
CITY STATE ZIP

SOCIAL SECURITY # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ DATE OF BIRTH \_\_\_\_/\_\_\_\_/\_\_\_\_

TELEPHONE# (HOME) \_\_\_\_\_ (CELL) \_\_\_\_\_

EMAIL \_\_\_\_\_ REFERRED BY \_\_\_\_\_

ARE YOU ELIGIBLE TO BE EMPLOYED IN THIS COUNTRY? YES \_\_\_\_\_ NO \_\_\_\_\_

HAVE YOU PREVIOUSLY APPLIED FOR EMPLOYMENT HERE? YES \_\_\_\_\_ NO \_\_\_\_\_

IF YES WHEN: MONTH \_\_\_\_\_ YEAR \_\_\_\_\_

HAS LOWDER, INC. EVER EMPLOYED YOU? YES \_\_\_\_\_ NO \_\_\_\_\_

IF YES WHEN: MONTH \_\_\_\_\_ YEAR \_\_\_\_\_

HAVE YOU EVER BEEN CONVICTED IN ANY COURT OF ANY OFFENSE? YES \_\_\_\_\_ NO \_\_\_\_\_

HAVE YOU BEEN CONVICTED OF TRAFFIC VIOLATIONS? YES \_\_\_\_\_ NO \_\_\_\_\_

(IF THE ANSWER TO EITHER QUESTION ABOVE IS YES, PLEASE PROVIDE DETAILS BELOW.  
(DRIVING AND CRIMINAL RECORDS MAY BE CHECKED.)

DO YOU HAVE A VALID NC DRIVERS LICENSE? YES \_\_\_\_\_ NO \_\_\_\_\_

HAVE YOU HAD YOUR LICENSE SUSPENDED OR REVOKED? YES \_\_\_\_\_ NO \_\_\_\_\_

IF YES, EXPLAIN: \_\_\_\_\_

## PERSONAL

HOW DID YOU HEAR ABOUT LOWDER, INC? \_\_\_\_\_

TYPE OF EMPLOYMENT DESIRED \_\_\_\_\_ LABORER \_\_\_\_\_ OPERATOR \_\_\_\_\_ MECHANIC

\_\_\_\_\_ TANDEM/TRIAXLE TRUCK DRIVER \_\_\_\_\_ CLERICAL \_\_\_\_\_ OTHER

DATE AVAILABLE TO START WORK \_\_\_\_\_ SALARY DESIRED \_\_\_\_\_

LIST ANY FRIENDS OR RELATIVES EMPLOYED BY LOWDER?

NAME \_\_\_\_\_ RELATIONSHIP \_\_\_\_\_

NAME \_\_\_\_\_ RELATIONSHIP \_\_\_\_\_

## **EDUCATIONAL HISTORY**

|                     | SCHOOL NAME/<br>ADDRESS | DATES ATTENDED | GRADUATED<br>(YES/NO) | DEGREE/CERT |
|---------------------|-------------------------|----------------|-----------------------|-------------|
| HIGH SCHOOL         |                         |                |                       |             |
| COLLEGE             |                         |                |                       |             |
| TECHNICAL<br>SCHOOL |                         |                |                       |             |
| OTHER               |                         |                |                       |             |

IF YOU DID NOT GRADUATE, PLEASE EXPLAIN: \_\_\_\_\_

HOW DO YOU THINK YOU CAN CONTRIBUTE TO LOWDER, INC.?

\_\_\_\_\_  
\_\_\_\_\_

OUR REGULAR WORK SCHEDULE CAN FLUCTUATE SUNDAY THROUGH SATURDAY. (DUE TO THE TYPE OF WORK AND WEATHER CONDITIONS)

ARE YOU AVAILABLE FOR WORK SEVEN DAYS A WEEK? YES \_\_\_\_\_ NO \_\_\_\_\_

## **EMPLOYMENT HISTORY**

EMPLOYER \_\_\_\_\_ SUPERVISOR/DEPT. \_\_\_\_\_

ADDRESS \_\_\_\_\_ PHONE \_\_\_\_\_

DATES EMPLOYED (FROM) \_\_\_\_\_ (TO) \_\_\_\_\_ POSITION (S) \_\_\_\_\_

STARTING WAGE \$ \_\_\_\_\_ ENDING WAGE \$ \_\_\_\_\_

DESCRIPTION OF DUTIES AND RESPONSIBILITIES \_\_\_\_\_

\_\_\_\_\_

REASON FOR LEAVING \_\_\_\_\_

HOW WOULD YOUR EMPLOYER DESCRIBE YOU AND YOUR WORK ETHICS?

\_\_\_\_\_  
\_\_\_\_\_

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EMPLOYER \_\_\_\_\_ SUPERVISOR/DEPT. \_\_\_\_\_

ADDRESS \_\_\_\_\_ PHONE \_\_\_\_\_

DATES EMPLOYED (FROM) \_\_\_\_\_ (TO) \_\_\_\_\_ POSITION (S) \_\_\_\_\_

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REASON FOR LEAVING \_\_\_\_\_

HOW WOULD YOUR EMPLOYER DESCRIBE YOU AND YOUR WORK ETHICS?

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REFERENCES

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I ATTEST THAT THE INFORMATION GIVEN ON THIS APPLICATION IS TRUE AND CORRECT.

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SIGNATURE OF APPLICANT

DATE

# BACKGROUND CHECK DISCLOSURE AND AUTHORIZATION FORM

Standalone document

## Background

1. In the interest of maintaining the safety and security of our customers, employees, and property, **CHARLES D. LOWDER, INC** will order a background report on you in connection with your employment application.
2. If you are hired, or if you already work for **CHARLES D. LOWDER, INC**, the company may order additional background reports on you for employment purposes.

## Background Report

3. The background check company **VERIFIED FIRST** will prepare the background report. Information about this company can be found at [www.verifiedfirst.com](http://www.verifiedfirst.com).
4. The background report may include information concerning your character, general reputation, personal characteristics, mode of living, and credit standing.
5. The types of information that may be ordered include but are not limited to:
  - a. Social Security number verification;
  - b. criminal, public, educational and as appropriate, driving records checks;
  - c. verification of prior employment;
  - d. reference, licensing, and certification checks;
  - e. credit reports; drug testing results; and, if applicable
  - f. worker's compensation injuries.
6. Worker's compensation information will only be requested in compliance with federal Americans with Disabilities Act and/or any other applicable federal, state, or local laws and only after a conditional job offer is made.
7. Credit history will only be requested when permitted by law and where such information is substantially related to the duties and responsibilities of the position for which you are applying.
8. The information may be obtained from private and public record sources, including personal interviews with your:
  - a. Associates;
  - b. Friends; and
  - c. Neighbours.
9. The nature and scope of the most common form of investigative consumer report is an investigation into your education and/or employment history conducted by **VERIFIED FIRST** or another outside organization.
10. You may request more information about the nature and scope of an investigative consumer report, if any, by telephoning the **CHARLES D. LOWDER, INC** at 336-760-0477.

Full name: \_\_\_\_\_

**DATE:** \_\_\_\_\_