



## APPLICATION FOR EMPLOYMENT

Cosmos Manufacturing, Inc.  
111 East 34<sup>th</sup> Street  
South Chicago Heights, IL 60411

### PERSONAL INFORMATION

Date \_\_\_\_\_

Name \_\_\_\_\_ Address \_\_\_\_\_

Telephone No. (Home) \_\_\_\_\_ (Cellular) \_\_\_\_\_ (Work) \_\_\_\_\_

Are you legally eligible for employment in the United States?

Yes  No (*Proof will be required if hired.*)

Are you less than 18 years of age?

Yes  No (*We comply with child labor regulations.*)

### EMPLOYMENT DESIRED

Position(s) applied for \_\_\_\_\_

Salary/Wage Desired: \_\_\_\_\_

Are you applying for:

Regular Full-time Work  Regular Part-Time Work  Temporary Work

If hired, on what date can you start work? \_\_\_\_\_

Have you applied for employment with Cosmos Manufacturing before?  Yes  No.

If yes, date: \_\_\_\_\_

Have you worked with Cosmos Manufacturing in the past?  Yes  No.

If yes, dates employed: \_\_\_\_\_

Job Duties: \_\_\_\_\_

Reason for leaving \_\_\_\_\_

Do you know anyone currently working for Cosmos Manufacturing?  Yes  No.

If yes, please state name and relationship \_\_\_\_\_

Have you served in the United States Military?  Yes  No. if yes, what branch? \_\_\_\_\_

Describe any special military training you have had: \_\_\_\_\_

WE ARE AN EQUAL OPPORTUNITY EMPLOYER. WE DO NOT BASE OUR EMPLOYMENT DECISIONS ON EMPLOYEE OR APPLICANTS' RACE, GENDER, SEXUAL PREFERENCE, AGE, RELIGION, COLOR, NATIONAL ORIGIN, CITIZENSHIP, DISABILITY, OR ANY OTHER FACTOR PROHIBITED BY LOCAL, STATE OR FEDERAL LAW.

**EMPLOYMENT HISTORY**

Are you employed now?  Yes  No.

If yes, may we contact your present employer?  Yes  No.

Please provide the following information concerning each of your employers, starting with your present or most recent position.

<b>Dates</b>	<b>Company Name, Address &amp; Phone Number</b>	<b>Job title &amp; Job Duties</b>	<b>Name of Supervisor</b>	<b>Most Recent Salary</b>	<b>Reason for Leaving</b>

If there have been any gaps in your employment during the last 5 years, please provide details  
In the space provided here:

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**EDUCATIONAL BACKGROUND**

<b>Level of Education</b>	<b>Name &amp; Location</b>	<b>No.of Years Attended</b>	<b>Course of Study</b>	<b>Did you graduate Yes   NO</b>

Please provide any additional information that you believe would assist us in making our decision whether to hire you:

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## **REFERENCES**

Please list three people, who are not related to you and who are not previous supervisors, that you have known for at least one year, and whom we may contact as additional references.

<b>Name</b>	<b>Relationship</b>	<b>Years Known</b>	<b>Phone Number</b>	<b>Address</b>

## **APPLICANT'S STATEMENT**

I certify that the facts contained in this application are true and complete to the best of my knowledge. I understand that any false statements, omissions or misrepresentations on this application or made during the employment process may be considered sufficient cause for rejection of this application or dismissal if I have been employed, no matter when discovered by Cosmos Manufacturing, Inc. ("the Company"). I also understand and agree that all information is subject to verification.

I hereby authorize the Company to thoroughly investigate my background, references, employment record and other matters related to my suitability for employment, and further authorize my former employers and any third party to disclose to the Company all reports and other information related to my suitability for employment, personal or otherwise, without giving me prior notice of such disclosure. In addition, I hereby release the Company, all former employers, and all references listed above, from any and all claims, demands or liabilities arising out of or related to such investigation or disclosure. I hereby authorize the Company and any consumer or credit reporting agency or bureau employed by the Company to make a consumer credit report in connection with this application.

I understand that if I receive an offer of employment, it will be conditioned on my taking a drug/alcohol test, and a physical examination. I further understand that, should this test indicate the presence of drugs in my system or that I am under the influence of alcohol, it may result in the rejection of my application for employment or my immediate discharge, if detected, discovered or reported after hire. I consent to this testing and examination and request that the results of such test(s) and examination be disclosed to the Company and I hereby release the Company, its employees and its agents from any and all legal liability flowing from my taking such test(s) and examination or my failure or refusal to take such test(s) or examination.

I understand that nothing contained in this application, or conveyed during any interview which may be granted, is intended to create an employment contract. I further agree that if I am hired, my employment is for no definite period and may be terminated at any time, without prior notice, at the option of either myself or the Company. I further understand that no representative of the Company has the authority to make any assurances to the contrary.

I understand that employment is contingent upon my complying with the employment verification requirements of the Immigration Reform and Control Act.

If hired, I agree to abide by all Company work rules, policies and procedures relating to work performance and conduct.

\_\_\_\_\_  
**E-Signature**

\_\_\_\_\_  
**Date**