



# EMPLOYMENT APPLICATION

1900 Seward Avenue \* Naples, FL 34109 \* (239) 597-6221

Thank you for completing this application form and for your interest in employment with us. Due to the volume of applications received, we may not interview every applicant. If you are selected for interview, we will contact you. Solicited applications will be kept for one year. We will not process incomplete applications. Bonness Inc. is an Equal Opportunity Employer. In accordance with the Americans with Disabilities Act, Bonness Inc. will provide reasonable accommodation upon request to applicants and employees. Post-offer Background Check, Physical Exam, and Drug Testing will be required. **Bonness Inc. is a Drug-Free Workplace.**

Applicant's Name \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone # \_\_\_\_\_ Cell Phone \_\_\_\_\_ Other \_\_\_\_\_

Have you ever worked for Bonness Inc.?  Yes  No If so, what dates? \_\_\_\_\_

Are any of your relatives or friends working for Bonness Inc.?  Yes  No Name: \_\_\_\_\_

How do you know Bonness Inc.?  Newspaper  Internet  Walk-in Referred by: \_\_\_\_\_

Are you 18 years of age or over?  Yes  No (If not, subject to verification of legal minimum age and required work permit.)

Position(s) Applied For: \_\_\_\_\_

Expected Rate of Pay: \_\_\_\_\_ Date you will be available to begin work \_\_\_\_\_

## EMPLOYMENT HISTORY

Provide at least 3 employment references (when possible), including Military Service. Please account for all self-employment and gaps in employment. If you were employed under a different name, please provide that name (\_\_\_\_\_).

Current or Previous Employer \_\_\_\_\_ Supervisor \_\_\_\_\_

Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_ Phone # \_\_\_\_\_

Position Held \_\_\_\_\_ Dates of Employment: From \_\_\_\_\_ To \_\_\_\_\_

Pay \_\_\_\_\_ hr \_\_\_\_\_ Annual Duties \_\_\_\_\_

Reason for Leaving \_\_\_\_\_ May we contact?  Yes  No  After offer

Current or Previous Employer \_\_\_\_\_ Supervisor \_\_\_\_\_

Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_ Phone # \_\_\_\_\_

Position Held \_\_\_\_\_ Dates of Employment: From \_\_\_\_\_ To \_\_\_\_\_

Pay \_\_\_\_\_ hr \_\_\_\_\_ Annual Duties \_\_\_\_\_

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Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_ Phone # \_\_\_\_\_

Position Held \_\_\_\_\_ Dates of Employment: From \_\_\_\_\_ To \_\_\_\_\_

Pay \_\_\_\_\_ hr \_\_\_\_\_ Annual Duties \_\_\_\_\_

Reason for Leaving \_\_\_\_\_ May we contact?  Yes  No  After offer

## OTHER REFERENCES (Do not include family and friends)

Name \_\_\_\_\_ Occupation \_\_\_\_\_ Years Known \_\_\_\_\_ Day Phone \_\_\_\_\_

Name \_\_\_\_\_ Occupation \_\_\_\_\_ Years Known \_\_\_\_\_ Day Phone \_\_\_\_\_

Name \_\_\_\_\_ Occupation \_\_\_\_\_ Years Known \_\_\_\_\_ Day Phone \_\_\_\_\_

<b>EDUCATION</b>	Highest Grade Completed ( <i>circle</i> )	1	2	3	4	5	6	7	8	9	10	11	12	College
<b>HIGH SCHOOL</b>	High School Name _____		City/State _____											
	Did you graduate? ____ Yes ____ No		G.E.D.? ____ Yes ____ No		GPA _____									
<b>COLLEGE OR UNIVERSITY</b>	Name _____		City/State _____											
	Dates of Attendance From _____ to _____													
	Field of Study _____													
	Type of Degree Obtained _____				Date _____				GPA _____					

**Other Education or Training** \_\_\_\_\_ Dates of Attendance: From \_\_\_\_\_ to \_\_\_\_\_

Name of Facility \_\_\_\_\_ City/State \_\_\_\_\_

**BACKGROUND INFORMATION** (*A criminal record will not necessarily be a bar to employment*)

**Are you eligible for employment in the U.S.?** \_\_\_\_ Yes \_\_\_\_ No (*You will be required to provide proof upon employment*)

Have you ever committed or been convicted of a crime, entered a plea of *no lo contendere* (no contest) to a crime or received a suspended sentence (regardless of the ultimate adjudication) for a crime? \_\_\_\_ Yes \_\_\_\_ No

If Yes, please explain \_\_\_\_\_

Do you have any commitments, including non-compete agreements or any other restrictive covenants to any other entity, business or person that might affect your employment with Bonness Inc.? \_\_\_\_ Yes \_\_\_\_ No

If yes, please explain: \_\_\_\_\_

If you are applying for a position that requires state or national registration, certification or license, you must furnish current proof of registration, certification or license.

Registration, Certification or License No. \_\_\_\_\_ Type \_\_\_\_\_

Issued Year \_\_\_\_\_ State(s) \_\_\_\_\_ Expiration date \_\_\_\_\_

**Skills** (check if applicable)

**PC Skills:** \_\_\_\_ Windows \_\_\_\_ MS Outlook \_\_\_\_ MS Word \_\_\_\_ MS Excel \_\_\_\_ Other \_\_\_\_\_

Do you have other skills that you would like us to know?: \_\_\_\_\_

**APPLICANT'S STATEMENT - PLEASE READ THE FOLLOWING CAREFULLY BEFORE SIGNING**

I understand that Bonness Inc. will attempt to verify statements made on my application and made during my employment interview. I give permission for my former employers and personal references, as well as law enforcement officials, to answer any questions and to furnish information concerning my reputation. I release Bonness Inc. and all former employers and my references from any liability as a result of the furnishing and receiving of this reference and background information.

I understand that false, incomplete or misleading statements or omissions on this application or any other pre- or post-employment documents, or any verbal misrepresentations, may result in disqualification from further employment consideration or termination from employment.

I understand that if I am employed by Bonness Inc., I must conform to the policies and rules of Bonness Inc. I understand that my employment relationship will be at-will and that both Bonness Inc. and I have the right to terminate my employment, with or without cause, and with or without notice. I understand my job duties and schedule may be changed at any time during my employment by Bonness Inc. I understand I may be required to work scheduled and unscheduled overtime and scheduled weekend and holiday work when requested by Bonness Inc.

I consent and agree to any pre-employment physical examinations and such future physical examinations and any drug and alcohol tests as part of or separate from any such physical examinations, as may be required by federal or state law/regulation, as well as Bonness Inc.'s policy. I acknowledge that I must pass a background check before I start to work with Bonness Inc. If I am allowed to start to work before my full background check is received, the continuation of my employment will depend on a successful background check report. Failing my background check will result in immediate termination.

The Immigration Reform and Control Act of 1986 requires that after employment or an offer of employment, employers must verify the legal work authorization and identity of all new employees. An offer of employment will depend on Bonness Inc.'s ability to verify this necessary information.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant's Signature