



# APPLICATION FOR EMPLOYMENT

General, Office, Clerical, Operations & Management

**West Side Salvage, Inc. is an Equal Opportunity Employer**

(Applicants are not required to provide any information on this form that is prohibited by Federal, state or local law)

Please Print in Ink – Application Must be Completed in Full Even if Submitting a Resume

## PERSONAL & GENERAL INFORMATION

Date: \_\_\_\_\_, 20\_\_\_\_ Soc Sec No. \_\_\_\_ - \_\_\_\_ - \_\_\_\_ Are you legally eligible to work in the U.S.?  Yes  No (If offered employment, you will be required to provide documentation verifying your eligibility.)

Name (print) \_\_\_\_\_ Home Telephone No. (\_\_\_\_)-\_\_\_\_-\_\_\_\_  
Last Name First Name MI

Address \_\_\_\_\_ Other Telephone No. (\_\_\_\_)-\_\_\_\_-\_\_\_\_  
No. Street E-Mail Address: \_\_\_\_\_  
City State Zip Code

Position or Type of Position Desired: \_\_\_\_\_ Earnings Expected \$ \_\_\_\_\_ per \_\_\_\_\_

Are you able to perform the essential functions of the job you are applying for, with or without reasonable accommodation?  Yes  No

If no, please explain: \_\_\_\_\_

Are you 18 years of age or older?  Yes  No Applying for (check all that apply)  Full-Time  Part-Time  Temporary

Have you ever been employed by West Side Salvage, Inc, West Side Salvage, West Side Grain Sales and/or West Side Unlimited?  Yes  No

If yes, where and in what capacity? \_\_\_\_\_ Dates: From: \_\_\_\_\_ To: \_\_\_\_\_

How did you learn about West Side Salvage, Inc. and any of its openings?

Advertisement  Friend  Relative  Work Force Development  West Side Salvage Employee \_\_\_\_\_  Other \_\_\_\_\_

Names of Friends Employed by West Side Salvage \_\_\_\_\_ Names of Relatives Employed by West Side Salvage \_\_\_\_\_

Have you ever been convicted of a crime other than a minor traffic offense?  Yes  No If yes, please explain and provide details:

A conviction record will not necessarily be a bar to employment. Factors such as age at the time of the offense, date of conviction, seriousness and nature of the crime, and rehabilitation will be considered.

Have you ever been discharged or asked to resign from any employment?  Yes  No If yes, please explain: \_\_\_\_\_

Days and hours available to work (If employed I will notify my supervisor in writing should my availability change)

Day	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Start							
End							

Are you available to work overtime?  Yes  No Are you available to work weekends if needed?  Yes  No

Are you available to work holidays if needed?  Yes  No If offered a position, date available to start work: \_\_\_\_\_

If offered a position, is there anything that would interfere with your regular attendance and punctuality  Yes  No If yes, please explain: \_\_\_\_\_

West Side Salvage, Inc. is an equal opportunity employer. It is our policy to provide and promote equal employment opportunity to all employees and applicants for employment in accordance with all Federal, state and local laws and regulations governing personnel activities. No person will be discriminated against in employment because of race, color, creed, religion, sex, national origin, age, ancestry, disability, veteran status or any other protected class.

## Education & Training

Circle Highest Grade/Year Completed	High School			College				Graduate School				Technical/Vocational			
	10	11	12	1	2	3	4	1	2	3	4	1	2	3	4

	School Name	Location (City/State)	Graduated Yes or No	Course ▪ Diploma/Degree or Certificates Earned	Dates Attended or Year Graduated	Grade Point Average
High School (Indicate GED if applicable)						
College						
Graduate School						
Correspondence ▪ Night School						
Technical ▪ Business ▪ Vocational (Include copy of certification)						

Describe any academic honors, scholarships, offices held, extracurricular activities, etc. (You need not disclose membership in organizations that may reveal information regarding race, color, creed, sex, religion, national origin, ancestry, age, disability, veteran status or any other protected status)

MILITARY SERVICE: Have you served in the U.S. Armed Service?  Yes  No If yes, which branch? \_\_\_\_\_

Dates: From: \_\_\_\_\_ To: \_\_\_\_\_ Describe any job related training or experience in the military: \_\_\_\_\_

Professional Licenses, Certificates, Registrations or Memberships Held: \_\_\_\_\_  
 Include number, where issued, effective date, and expiration date. (You need not disclose membership in organizations that may reveal information regarding race, color, creed, sex, religion, national origin, ancestry, age, disability, veteran status or any other protected status.)

Languages read, written or spoken fluently other than English: \_\_\_\_\_

Describe any other experience, skills, specialized courses, training, seminars, apprenticeships or other qualifications or skills you believe should be considered by West Side Salvage in evaluating your qualifications for employment:

Courses and/or Training not shown elsewhere in this application:

## General Abilities & Experience

Check all that apply regarding job experience and/or training you have, including length of time you had on-the-job experience:

- Accounts Receivable  Accounts Payable  Administrative Assistant  Clerical  Collections  Data Entry  Human Resources  IT  
 Management  Payroll  Purchasing  Secretarial  Sales (Non-Transportation)  Supervision  Software/Hardware PC Skills  Other

For each item checked, please describe in detail the amount and type of experience you have:

Please describe in detail your experience and proficiency with computer hardware and software, including specific software knowledge and skill:

## Transportation/Logistics Abilities & Experience

Check all that apply regarding job experience and/or training you have related to Transportation and/or Logistics, including length of time you had on-the-job experience:

- Cargo Claims  
  Computerized Dispatch  
  Customer Service  
  Driver Recruiting  
  Licensing/Permitting  
  Load Dispatching  
  Logistics  
 Logs/Driver Log Auditing  
  Rating & Billing  
  Safety  
  Transportation Sales  
  Transportation Payroll  
  Truck Brokerage Operations  
  Other (Describe Below)

For each item checked, please describe the amount and type of experience you have in detail:

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## Employment History

Provide your full employment record, starting with your current or most recent employment, including U.S. Military Service, full-time and part-time employment. Attach an additional sheet if more space is necessary. If any employment was under a different name, indicate that name. Any periods of employment must include name, address and phone number of a person who can verify the information you have submitted. Do not exclude any employment. West Side Salvage, Inc. reserves the right to contact all listed employers, except as noted below.

Account for any period of time since leaving school (high school or college) that you were not working:

From	To	Reason
Month/Year:	Month/Year:	
Month/Year:	Month/Year:	
Month/Year:	Month/Year:	

### Employer 1

Name and Type of Company: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_  
 Address: \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  
     Street \_\_\_\_\_ Area Code \_\_\_\_\_  
     City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_ Starting Rate of Pay: \_\_\_\_\_  
 Position Held: \_\_\_\_\_ Current or Ending Rate of Pay: \_\_\_\_\_  
 Name and Title of Immediate Supervisor: \_\_\_\_\_ Hours per Week: \_\_\_\_\_  
 Contact Information: \_\_\_\_\_ Phone # \_\_\_\_\_

Describe your job duties, including number and type of employees supervised:

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Reason for Leaving (if still employed, why do you wish to leave?): \_\_\_\_\_

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May we contact this employer?     Yes     No

**Employer 2**

Name and Type of Company: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_

Address: \_\_\_\_\_

Phone (\_\_\_\_\_) \_\_\_\_\_

Street

Area Code

City

State

Zip Code

Starting Rate of Pay: \_\_\_\_\_

Position Held: \_\_\_\_\_

Current or Ending Rate of Pay: \_\_\_\_\_

Hours per Week: \_\_\_\_\_

Name and Title of Immediate Supervisor: \_\_\_\_\_

Contact Information: \_\_\_\_\_

Phone #

Describe your job duties, including number and type of employees supervised:

Reason for Leaving (if still employed, why do you wish to leave?): \_\_\_\_\_

May we contact this employer?  Yes  No**Employer 3**

Name and Type of Company: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_

Address: \_\_\_\_\_

Phone (\_\_\_\_\_) \_\_\_\_\_

Street

Area Code

City

State

Zip Code

Starting Rate of Pay: \_\_\_\_\_

Position Held: \_\_\_\_\_

Current or Ending Rate of Pay: \_\_\_\_\_

Hours per Week: \_\_\_\_\_

Name and Title of Immediate Supervisor: \_\_\_\_\_

Contact Information: \_\_\_\_\_

Phone #

Describe your job duties, including number and type of employees supervised:

Reason for Leaving: \_\_\_\_\_

May we contact this employer?  Yes  No**Employer 4**

Name and Type of Company: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_

Address: \_\_\_\_\_

Phone (\_\_\_\_\_) \_\_\_\_\_

Street

Area Code

City

State

Zip Code

Starting Rate of Pay: \_\_\_\_\_

Position Held: \_\_\_\_\_

Current or Ending Rate of Pay: \_\_\_\_\_

Hours per Week: \_\_\_\_\_

Name and Title of Immediate Supervisor: \_\_\_\_\_

Contact Information: \_\_\_\_\_

Phone #

Describe your job duties, including number and type of employees supervised:

Reason for Leaving: \_\_\_\_\_

May we contact this employer?  Yes  No

## References

**Note: At least three references must be business or professionally related that know your work performance**

<b>1</b>	Name:	Occupation/Business:	Phone Contact #: <input type="checkbox"/> Business: <input type="checkbox"/> Cell: <input type="checkbox"/> Home:
Address:		City/State:	Zip Code:
<input type="checkbox"/> Business <input type="checkbox"/> Personal		Relationship:	How Long Known:

<b>2</b>	Name:	Occupation/Business:	Phone Contact #: <input type="checkbox"/> Business: <input type="checkbox"/> Cell: <input type="checkbox"/> Home:
Address:		City/State:	Zip Code:
<input type="checkbox"/> Business <input type="checkbox"/> Personal		Relationship:	How Long Known:

<b>3</b>	Name:	Occupation/Business:	Phone Contact #: <input type="checkbox"/> Business: <input type="checkbox"/> Cell: <input type="checkbox"/> Home:
Address:		City/State:	Zip Code:
<input type="checkbox"/> Business <input type="checkbox"/> Personal		Relationship:	How Long Known:

<b>4</b>	Name:	Occupation/Business:	Phone Contact #: <input type="checkbox"/> Business: <input type="checkbox"/> Cell: <input type="checkbox"/> Home:
Address:		City/State:	Zip Code:
<input type="checkbox"/> Business <input type="checkbox"/> Personal		Relationship:	How Long Known:

<b>5</b>	Name:	Occupation/Business:	Phone Contact #: <input type="checkbox"/> Business: <input type="checkbox"/> Cell: <input type="checkbox"/> Home:
Address:		City/State:	Zip Code:
<input type="checkbox"/> Business <input type="checkbox"/> Personal		Relationship:	How Long Known:

**Conditions of employment are stated below.**

**Please read carefully before you sign and submit this application to West Side Salvage, Inc.**  
**Direct any questions you may have regarding this statement to the Human Resources Department**

I CERTIFY THAT ALL INFORMATION AND ANSWERS GIVEN BY ME ON THIS APPLICATION, OR ON ANY OTHER ACCOMPANYING OR REQUIRED DOCUMENTS ARE TRUE, ACCURATE AND COMPLETE. I UNDERSTAND THAT THE FALSIFICATION, MISPRESENTATION OR OMISSION OF FACT ON THIS APPLICATION OR ANY OTHER ACCOMPANYING OR REQUIRED DOCUMENTS WILL BE CAUSE FOR DENIAL OF EMPLOYMENT OR IMMEDIATE TERMINATION OF EMPLOYMENT IF I AM ALREADY EMPLOYED, REGARDLESS OF WHEN OR HOW SUCH INFORMATION IS DISCOVERED.

I understand and agree that nothing contained in this employment application, any accompanying or required documents, or in the granting of an interview is intended to create a contractual relationship, either expressed or implied, between me and West Side Salvage, Inc. for either employment or the provision of any benefits.

I understand that if offered a position with West Side Salvage, Inc., I am subject to a pre-employment drug/alcohol screening as a condition of employment. I hereby consent to the collection of a breath alcohol test and/or urine sample by the medical facility chosen by West Side Salvage, Inc. for testing of the presence of alcohol and/or non-prescribed illegal substances. I understand and agree that a positive test result for alcohol and/or non-prescribed illegal substances based upon this drug/alcohol screening, or any refusal to cooperate with or attempt to affect the results of such drug/alcohol screening test will disqualify me from further consideration for employment by West Side Salvage, Inc., or if already employed by West Side Salvage, Inc., be cause for my immediate termination of employment. I understand and agree that if I am hired, I will be subject to drug/alcohol testing under West Side Salvage, Inc.'s Drug-Free Workplace Policy in effect at the time of my employment or as it may change from time to time during my employment.

If I am hired by West Side Salvage, Inc., I agree to abide by any and all of the West Side Salvage, Inc.'s policies, procedures, rules, regulations, and guidelines governing my employment in effect at the time of my hire and thereafter, and as such may change from time to time during my employment and, if applicable, after my employment terminates. I understand and agree that such abiding is a condition of employment. I further understand and agree that West Side Salvage, Inc., and all of its representatives or agents shall have the maximum discretion permitted by law to administer, interpret, modify, discontinue, or otherwise change all policies, procedures, rules, regulations, guidelines, documents, and/or benefits or other terms and conditions of employment from time to time with or without notice to me.

In the event I am hired by West Side Salvage, Inc., I further understand and agree that my employment with West Side Salvage, Inc. will be AT WILL, for no specified duration, and may be terminated with or without cause, with or without notice, at any time, at the option of either West Side Salvage, Inc. or me. I further understand and agree that no promise, representation, statement, document, policy, procedure, or agreement contrary to the foregoing, whether oral or written, by any representative or agent of West Side Salvage, Inc., at any time, can constitute a contract of employment, either expressed or implied, between me and West Side Salvage, Inc. for any length of time or contrary to the foregoing, except as mutually agreed upon in writing between the President, CEO & CFO of West Side Salvage, Inc. and me, and signed by both parties.

I acknowledge that I have read and understand the above statements, and hereby authorize West Side Salvage, Inc., its representatives, agents or vendors to investigate, be supplied with, and obtain information about any and all statements and information contained in this application and any accompanying or required documents. I understand and agree that information to be obtained or supplied about me includes, without limitation, information concerning my character, general reputation, mode of living, criminal record, work habits, financial responsibility, job performance, experience, employment, and/or reasons for employment termination. I understand that if West Side Salvage, Inc. requests an investigative consumer report, I have the right to make a written request within a reasonable period of time to receive additional detailed information about the nature and scope of this investigation. In so authorizing, I hereby release and hold harmless any person or organization, including but not limited to any and all schools, employers, references, courts and/or anyone else who supplies information about me to West Side Salvage, Inc. and/or any of its representatives, agents or vendors, and also release and hold harmless West Side Salvage, Inc., and/or any and all of its representatives, agents or vendors from any and all liability, claims and damages of whatever kind and nature that could result by reason of providing or obtaining such information, and/or having an employment decision based on making an investigation and/or utilizing such information to do so.

I understand this application is considered current for three months from the date entered on the first page herein. If I wish to be considered for employment after this period I must complete and submit a new application.

I further acknowledge that by signing this application I do so willingly and voluntarily.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Applicant's Printed Name: \_\_\_\_\_

