

**APPLICATION FOR EMPLOYMENT**

DATE: \_\_\_\_\_ DATE AVAILABLE: \_\_\_\_\_

All questions must be answered carefully and completely. PLEASE PRINT PERSONAL DATA.

NAME: \_\_\_\_\_  
 Last First Middle

ADDRESS: \_\_\_\_\_ TELEPHONE: (\_\_\_\_) \_\_\_\_\_

CITY, STATE, ZIP CODE: \_\_\_\_\_

POSITION DESIRED:  SALES  FIELD/OPS  ADMIN  SALARY DESIRED: \_\_\_\_\_

CHECK (✓) TYPE OF EMPLOYMENT DESIRED:  Full Time  Part Time  Temporary

HOURS AVAILABLE: \_\_\_\_\_ WILLING TO WORK OVERTIME?  Yes  No

CAN YOU TRAVEL IF A JOB REQUIRES IT?  Yes  No

Yes  No ARE YOU LEGALLY ABLE TO WORK IN THE U.S.?

Yes  No ARE YOU OVER THE AGE OF 18?

Yes  No CAN YOU PERFORM THE ESSENTIAL FUNCTIONS OF THE JOB YOU ARE SEEKING WITH OR WITHOUT REASONABLE ACCOMMODATIONS?

Yes  No DURING THE PAST 10 YEARS, HAVE YOU EVER BEEN CONVICTED OF, OR HAVE PLED GUILTY OR NO CONTESTITO, TO A FELONY OFFENSE? IF YES, PLEASE EXPLAIN IN THE SPACE BELOW.

Yes  No HAVE YOU EVER WORKED FOR Cotton?

IF YES, PLEASE PROVIDE DATES: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**WORK EXPERIENCE**

Note: Start with most recent position; furnish dates and explanation for each period of employment and unemployment for the past 10 years. Use a separate sheet, if

PRESENT/LAST EMPLOYER	TYPE OF BUSINESS	ADDRESS	TELEPHONE
START DATE/LEAVE DATE	RATE OF PAY: _____ (CIRCLE IF HOURLY OR SALARY)	REASON FOR LEAVING	
JOB TITLE	SUPERVISOR AND TITLE	MAY WE CONTACT: <input type="checkbox"/> Yes <input type="checkbox"/> No	
DESCRIBE RESPONSIBILITIES			
PREVIOUS EMPLOYER	TYPE OF BUSINESS	ADDRESS	TELEPHONE
START DATE/LEAVE DATE	RATE OF PAY: _____ (CIRCLE IF HOURLY OR SALARY)	REASON FOR LEAVING	
JOB TITLE	SUPERVISOR AND TITLE	MAY WE CONTACT: <input type="checkbox"/> Yes <input type="checkbox"/> No	
DESCRIBE RESPONSIBILITIES			

## WORK EXPERIENCE CONTINUED

PREVIOUS EMPLOYER	TYPE OF BUSINESS	ADDRESS	TELEPHONE
START DATE/LEAVE DATE	RATE OF PAY: _____ (CIRCLE IF HOURLY OR SALARY)	REASON FOR LEAVING	
JOB TITLE	SUPERVISOR AND TITLE	MAY WE CONTACT: <input type="checkbox"/> Yes <input type="checkbox"/> No	
DESCRIBE RESPONSIBILITIES			
PREVIOUS EMPLOYER	TYPE OF BUSINESS	ADDRESS	TELEPHONE
START DATE/LEAVE DATE	RATE OF PAY: _____ (CIRCLE IF HOURLY OR SALARY)	REASON FOR LEAVING	
JOB TITLE	SUPERVISOR AND TITLE	MAY WE CONTACT: <input type="checkbox"/> Yes <input type="checkbox"/> No	
DESCRIBE RESPONSIBILITIES			
PREVIOUS EMPLOYER	TYPE OF BUSINESS	ADDRESS	TELEPHONE
START DATE/LEAVE DATE	RATE OF PAY: _____ (CIRCLE IF HOURLY OR SALARY)	REASON FOR LEAVING	
JOB TITLE	SUPERVISOR AND TITLE	MAY WE CONTACT: <input type="checkbox"/> Yes <input type="checkbox"/> No	
DESCRIBE RESPONSIBILITIES			

## EDUCATION AND TRAINING

Please complete all appropriate items.

TYPE OF SCHOOL	NAME AND LOCATION OF SCHOOL	DEGREE EARNED	MAJOR/MINOR FIELD OF STUDY
HIGH OR TRADE SCHOOL		DIPLOMA? <input type="checkbox"/> Yes <input type="checkbox"/> No	
BUSINESS OR TECH SCHOOL		DIPLOMA? <input type="checkbox"/> Yes <input type="checkbox"/> No	
COLLEGE(S)		DIPLOMA? <input type="checkbox"/> Yes <input type="checkbox"/> No	
OTHER TRAINING (EXPLAIN)		DIPLOMA? <input type="checkbox"/> Yes <input type="checkbox"/> No	

## REFERENCES: List 3 business references (DO NOT LIST RELATIVES OR PERSONAL FRIENDS):

NAME	TELEPHONE	ADDRESS	RELATIONSHIP
	( )		
	( )		
	( )		

## ATTENTION: READ THE FOLLOWING STATEMENT CAREFULLY BEFORE SIGNING THIS APPLICATION FOR EMPLOYMENT

*This application does not create any employment agreement (either express or implied), nor is it intended to create any enforceable obligations on the part of Cotton or its employees except as specified in this application*

*I certify that all of the information I provided in the application is true and complete. I understand that misrepresentation or omission of facts in this application, in any supplement to it, or, in any other corporate record will be sufficient grounds for not employing me, or will be cause for dismissal without notice at any time during my employment.*

*I understand that part of the processing of my application may involve routine inquiry pertaining to my background and qualifications and that information on the nature and scope of such inquiry, if one is made, is available to me upon request. I authorize the schools and prior employers listed in this employment application (except where specifically withheld in this application) to provide my record, reason for leaving, and all other non-medical information they may have concerning me, and I release all parties from any and all liability or claims for damage whatsoever that may result from the inquiry and release of information.*

*I understand that Cotton is a drug-free workplace and that if employed by Cotton, I will abide by the provisions of the Drug and Alcohol Abuse policy. If employed, I agree to follow all of Cotton's policies and procedures.*

*If employed, I agree that either Cotton or I can terminate my employment, with or without cause, and with or without notice, at any time.*