



APPLICATION FOR EMPLOYMENT

Date: \_\_\_\_\_

We are committed to a policy of Equal Employment Opportunity and will not discriminate on any legally recognized basis, including but not limited to race, age, color, religion, sex, marital status, national origin, citizenship, ancestry, physical or mental disability, veteran status, or any other legally protected basis. (Any false statements, omissions, or misleading information provided in this application will be sufficient basis for disqualification for employment or termination of services.)

PERSONAL BACKGROUND (please print)

Name \_\_\_\_\_ Social Security # \_\_\_\_\_
Last First Middle

Current Address \_\_\_\_\_
Street City State Zip Code

Previous Address \_\_\_\_\_
Street City State Zip Code

Phone # ( ) E-mail \_\_\_\_\_

Do you have any relatives or friends that are current or former Star employees? \_\_\_\_\_

Please List: \_\_\_\_\_ Referred By: \_\_\_\_\_

Position Applying for: \_\_\_\_\_ Date you can start \_\_\_\_\_ Salary Desired \_\_\_\_\_

Are you currently employed? \_\_\_\_\_ May we inquire of your present employer? \_\_\_\_\_

Name of Employer, Phone #, and Contact person \_\_\_\_\_

Have you ever applied to this company before? \_\_\_\_\_ Where? \_\_\_\_\_ When? \_\_\_\_\_

How did you hear of the position? (Radio ad, current employee, school, agency, website, or other): \_\_\_\_\_

Are you willing to work overtime? Yes \_\_\_\_\_ No \_\_\_\_\_

U.S. Military or Naval Service \_\_\_\_\_ Rank at Separation \_\_\_\_\_

Dates of Duty: From \_\_\_\_\_ to \_\_\_\_\_ Briefly describe your duties: \_\_\_\_\_

If a minor, can you produce the age/work certificate necessary to obtain employment? Yes \_\_\_ No \_\_\_

Are you legally authorized to work in the United States? Yes \_\_\_ No \_\_\_

Are you able, at the time of employment, to submit verification of your legal right to work in the U.S.? Verification and completion of the I-9 form must be submitted no later than three business days after date of hire. Yes \_\_\_ No \_\_\_

Have you been convicted of any misdemeanors, other than minor traffic violations, within the past seven years? You may answer "No" if the conviction has been expunged from your record. Yes \_\_\_ No \_\_\_

Have you ever been convicted of a felony? You may answer "No" if the conviction has been expunged from your record. Yes \_\_\_ No \_\_\_

If you answered yes to either of the two questions above, explain number of conviction(s), nature of offense(s) leading to conviction(s), how recently such offense(s) was/were committed, sentence(s) imposed, and types of rehabilitation.

(An affirmative answer will not automatically disqualify you from being considered as a candidate for employment.)

Have you ever been dismissed or forced to resign from employment? Yes \_\_\_ No \_\_\_
If yes, describe the circumstances of your termination \_\_\_\_\_

How many days were you absent from work during your last year of employment? \_\_\_\_\_ During the prior year? \_\_\_\_\_

Please include any other information you think would be helpful to us in considering you for employment, such as additional work experience, activities, accomplishments, etc. (you may exclude all information indicative of age, sex, race, religion, color, national origin, or disability).

<u>Educational Background</u>	<u>Name and Location of School</u>	<u>What is the Highest Grade Completed</u>	<u>Degree, Major or Type of Course</u>
High School			
College			
Trade, Business or Graduate School			

Specialized technical skills (i.e. mechanic, computer programmer, equipment operation, special tools or machines used)

## Work Experience

(List below last four employers, starting with your present or last place of employment. Please list phone numbers and contact persons for each place of employment. Also, indicate if a call can be made to prior places of employment.)

<u>Date Mo./Yr.</u>	<u>Name and Address of Employer</u>	<u>Salary</u>	<u>Position</u>	<u>Contact/Supervisor</u>	<u>Phone #</u>	<u>Can We Contact</u>	<u>Reason for Leaving</u>
Fr. To.							
Fr. To.							
Fr. To.							
Fr. To.							

## References:

Give the names of three persons (not employers and not related to you) whom you have known at least three years.

**Name and Occupation**

**Address**

**Telephone#**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_



**APPLICANT'S CERTIFICATION AND AGREEMENT**  
**PLEASE READ EACH SECTION CAREFULLY AND CHECK EACH BOX:**

1. I certify that my answers to the questions contained in this application and any accompanying resume or related pre-employment or employment documents are complete, true and correct to the best of my knowledge and belief. I understand I am required to provide Star Leasing Co. with complete and correct information regarding my former employers. If the above information is not provided, I will not be considered for employment.
2. I give Star permission to communicate with all or any of my previous employers or education institutions for references. I authorize all past employers or educators and the references listed on my application form to give Star any and all information concerning previous employment, education, qualifications and any pertinent information, personal or otherwise, and release all parties from any liability which may result from furnishing this information to Star.
3. I understand that any offer of employment is contingent upon my producing documentation to verify my identity and U.S. citizen status, as required by the Immigration Reform and Control Act of 1986.
4. If hired, I agree to comply with the rules and regulations shown in manuals, instructions, and other communications to employees.
5. I understand that, if hired, I would be free to leave Star's employment at any time, with or without notice, and for any reason. I also understand that my employment with Star can be terminated at any time, with or without cause, by Star. I further understand that this application is not an offer of employment contract for a definite term or duration.
6. I understand that the first ninety (90) calendar days of employment is an introductory period in which I will be given orientation and training to be able to successfully perform my job responsibilities. At any time during my employment with Star, I am subject to the employment-at-will doctrine.
7. I agree to submit to any lawful drug, or integrity testing prior to hiring or during employment. I understand that Star is a DRUG FREE WORKPLACE and has a comprehensive drug testing policy for its employees.
8. I agree that any claim or lawsuit relating to my service with Star Leasing Company must be filed no more than six (6) months after the date of the employment action that is the subject of the claim or lawsuit. I waive any statute of limitations to the contrary.
9. I acknowledge that if I am hired, this application will become part of my official employment record.

\_\_\_\_\_  
Dated:

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



**STAND-ALONE DOCUMENT: DISCLOSURE AND AUTHORIZATION**

**DISCLOSURE OF INTENT TO OBTAIN  
CONSUMER REPORTS OR INVESTIGATIVE CONSUMER REPORTS**

For employment purposes, the Company may obtain consumer reports on you as an applicant or from time to time during employment. "Consumer reports" are reports from consumer reporting agencies and may include driving records, criminal records, etc.

For such employment purposes, the Company may also obtain investigative consumer reports. Some reference checks by a consumer reporting agency fall into this category. An "investigative consumer report" is a consumer report in which information as to character, general reputation, personal characteristics, or mode of living is obtained through personal interviews with neighbors, friends, associates, acquaintances, or others. You have a right to request disclosure of the nature and scope of an investigation and to request a written summary of consumer rights.

**AUTHORIZATION**

**I authorize the Company to obtain consumer reports and/or investigative consumer reports regarding me from time to time for employment purposes.**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_



## DRIVING QUESTIONNAIRE

Star Leasing conducts driving record checks on all applicants being considered for hire. If the position you are applying for requires you to drive (even if it is your personal vehicle), you must meet our insurance standards. Continued employment is contingent on your maintaining a current driver's license and maintaining a satisfactory motor vehicle report. The standards include no more than two moving violations in the past three years and no DUI violations in the past 5 years on your record. If you don't meet these standards you will not be considered for hire. If the position you are applying for does not require you to drive, you will still be considered even if you cannot meet the driving requirements. However, at no time will you be able to drive on the company's behalf (even if it is your personal vehicle).

Driver's License # \_\_\_\_\_

What State? \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

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**Only Temporary and/or Contract Applicants Should Complete the Below**

Social Security # \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_