



Application for Employment

Applicants will receive consideration for positions without regard to race, color, religion, age, sex, sexual orientation, marital status, individuals with disabilities, and disabled veterans and veterans of the Vietnam era or other segmenting characteristics protected by law.

Candidate's Name:		Date:	
Address:			
Telephone Number:		Email address:	

Are you authorized to work in the U.S.? Yes No Are you at least 18 years of age? Yes No

Have you ever worked or attended school under another name? If so, under what name?

General Information

Position Desired:		Wage rate desired:	
Are you able to work: <input type="checkbox"/> 7am - 4pm Monday – Friday <input type="checkbox"/> 8am - 5pm Monday – Friday <input type="checkbox"/> Holidays			
How did you learn about this opening? Indicate their name if an employee referred you to the position			

Education

High School:	Graduated? <input type="checkbox"/> Yes <input type="checkbox"/> No	GED: <input type="checkbox"/> Yes <input type="checkbox"/> No	Course of Study:
Technical School:	Graduated? <input type="checkbox"/> Yes <input type="checkbox"/> No	Course of Study:	
College/University:	Graduated? <input type="checkbox"/> Yes <input type="checkbox"/> No	Course of Study:	
Post-Graduate Education:	Graduated? <input type="checkbox"/> Yes <input type="checkbox"/> No	Course of Study:	
Other education, certification, training or special skills:			

Skills

Are you experienced in using personal computers? Yes No PC Mac

What other skills should we be aware of:

Work Experience

Employer:		City, State:	
Dates of employment:	Position Held:		Reason for Leaving:
Supervisor's Name & Title:			May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No
Description of Duties:			Hourly wage \$

Employer:		City, State:	
Dates of employment:	Position Held:		Reason for Leaving:
Supervisor's Name & Title:			May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No
Description of Duties:			Hourly wage \$

Employer:		City, State:	
Dates of employment:	Position Held:		Reason for Leaving:
Supervisor's Name & Title:			May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No
Description of Duties:			Hourly wage \$

Authorization and Acknowledgements

I affirm that the information I have provided in this application is true to the best of my knowledge, information, and belief, and I have not knowingly withheld any information requested. I understand that withholding or misstating any information requested in this application is a ground for rejection of my application, and if hired is grounds for discharge. This is true of information provided during the interview process as well. This application is valid for 30 days, after that time I must reapply for consideration.

I authorize Coalfield Development to verify my references, record of employment, education record, and any other information I have provided. Unless otherwise noted, I authorize the references I have listed to disclose any information related to my work record and my professional experiences with them, without giving me prior notice of such disclosure. In addition, I release the company, my former employers and all other persons and entities, from any and all claims, demands or liabilities arising out of or in any way related to such inquiry or disclosure.

I understand, that as a final candidate for hiring by Coalfield Development, I will receive a conditional offer for employment based, in part, on my consent and voluntary submission to a drug test. If I refuse to take that test or test positive, I will not qualify for employment and any employment offer extended will be withdrawn.

If I am hired, I understand that either Coalfield Development or I can terminate my employment at any time and for any reason, with or without cause and without prior notice. I understand that no representative of Coalfield Development has the authority to make any assurance to the contrary.

Once employed I will be provided with the company policies and understand it is my obligation to obey and stay up to date on policies that include but not limited to the Personnel Manual, Drug Free Workplace Program, Safety & Health policy, program guidelines and financial policies.

Candidate's Signature

Date