



*Ottawa Dental Laboratory*

*Employment Application*



1304 Starfire Drive  
Ottawa, IL 61350

815-434-0655  
815-434-4116 Fax

## Personal Data

Please Print

Name \_\_\_\_\_ Date of Application \_\_\_\_\_  
Last First Middle

Address \_\_\_\_\_  
Number & Street City State Zip Code

Telephone (day) \_\_\_\_\_ Social Security No. \_\_\_\_\_  
Area Code/Number

(evening) \_\_\_\_\_ Previous/Different name used? If so, please list:  
Area Code/Number

\_\_\_\_\_

Is Your Age Under 18? Yes  No

Are You a U.S. Citizen, a Lawful Permanent Resident or Otherwise Legally Authorized to Work in the U.S?-- Yes  No   
(Individuals who are offered employment must provide evidence of eligibility to work in the U.S.)

I Desire: Full Time  Part Time  If you checked "Part Time" what hours can you work? \_\_\_\_\_

Are you willing to work any shift: Yes  No  If No, what shift can you work? Days  Afternoons  Midnights

## Job Interest

Position Desired \_\_\_\_\_ Date Available \_\_\_\_\_

Referred by \_\_\_\_\_ Ever Applied Before Yes  No

## Education & Training

Circle Highest Grade Completed in Each School Category

<i>High School</i>	<i>Tech School</i>	<i>College</i>
9 10 11 12	1 2	1 2 3 4

Name \_\_\_\_\_ Location \_\_\_\_\_ Course/Degree \_\_\_\_\_  
 High School \_\_\_\_\_

College \_\_\_\_\_

Other training, skills, certifications, etc. \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

## Employment

Please read carefully before starting. List the past three employers starting with the present or most recent employer including military experience. If available, please attach a copy of your resume to provide additional information.

Employer	From	To
	Month/Year	Month/Year
City	State	
Job Title	Supervisor	
Duties		
Reason for Leaving		

Employer	From	To
	Month/Year	Month/Year
City	State	
Job Title	Supervisor	
Duties		
Reason for Leaving		

Employer	From	To
	Month/Year	Month/Year
City	State	
Job Title	Supervisor	
Duties		
Reason for Leaving		

Have you ever been terminated from employment for other than economic reasons? Yes  No

If Yes, explain: \_\_\_\_\_

## Convictions/Suspensions

Have you ever been convicted of a felony ? (Include all pleas of "guilty" or "no contest" \_\_\_\_\_ Yes  No

If Yes to the above questions, please explain fully. \_\_\_\_\_

## Additional Information

State any additional information you feel may be helpful to us in considering your application. You may include activities or hobbies (community involvement, athletics etc.)

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## Employment Eligibility

The Immigration Reform and Control Act of 1986 prohibits the employment of unauthorized aliens, and employers are required to verify the employment eligibility of all new employees. An offer of employment made by the Company will be conditioned upon your providing the documentation required by law as evidence of your personal identity and your authorization to work in The United States. **Any offer of employment is also contingent upon the successful completion of a drug screen.**

## References

Please list three people we may contact in reference to your application. Do not include past or present supervisors listed under Employment section.

Reference Name

Address

Phone Number

## Employee Release and Privacy Statement

Please read this carefully before signing.

I understand that the Ottawa Dental Laboratory requires certain information about me to evaluate my qualifications for employment and to conduct its business if I become an employee. Therefore, I authorize the Company to inquire into past employment, educational credentials and other employment-related information. I agree to cooperate in such inquiries and release those parties supplying such information to the Company from all liability or responsibility with respect to information supplied.

I understand that any false answers or statements made by me on this application or any supplement thereto or in connection with the above-mentioned inquiries will be sufficient grounds for immediate discharge if I am employed.

Name (Please Print) \_\_\_\_\_

Applicant's Signature \_\_\_\_\_ Date: \_\_\_\_\_

## An Equal Opportunity Employer

It is the policy of the Ottawa Dental Laboratory to recruit, hire, train, compensate, promote and provide other conditions of employment without regard to a person's race, color, religion, national origin, sex, age, disability, veteran status or other characteristic protected by law.