



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.)

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.