

## APPLICATION FOR EMPLOYMENT



2780 28<sup>th</sup> Avenue  
Greeley, CO 80634  
970.339.2444

*Complete the application in its entirety. An incomplete application will not be considered.*

Position applied for	Date
How did you hear about us?	
<input type="checkbox"/> Advertisement <input type="checkbox"/> Friend <input type="checkbox"/> Walk In <input type="checkbox"/> Online: <input type="checkbox"/> Other:	

Personal Data			
Name (Last, First, Middle initial)			
Street Address	City	State	Zip Code
Phone Number	Email Address		

Position Information and Availability	
<b>Hours</b> <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Temporary	<b>Shifts</b> <input type="checkbox"/> Days <input type="checkbox"/> Overnights <input type="checkbox"/> Evenings <input type="checkbox"/> Weekends
<b>Are you 18 years of age or older?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Have you ever been employed with us before?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Are you currently employed?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>May we contact your current employer?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Are you authorized to work in the United States?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>On what date would you be available for work?</b>	

Education			
High School	From	To	
Degree Earned	Honors		
Extracurricular, sports, clubs			
College	From	To	
Degree Earned	Major		
Extracurricular, sports, clubs			
Other:	From	To	
Degree Earned	Major		

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Start with your present or last job. Include military service, volunteer activities and internships. You may exclude organizations that indicate age, sex, religion, race, color, marital or familial status, sexual orientation, political beliefs, national origin, veteran status, physical diagnosis, genetic tests or information, handicap or disability or other protected status.

### Employment Record

Employer	From	To	Job Title
Address	Phone Number		Reason(s) for Leaving
Duties Performed			
Employer	From	To	Job Title
Address	Phone Number		Reason(s) for Leaving
Duties Performed			
Employer	From	To	Job Title
Address	Phone Number		Reason(s) for Leaving
Duties Performed			
Employer	From	To	Job Title
Address	Phone Number		Reason(s) for Leaving
Duties Performed			

### Spoken Languages

<input type="checkbox"/> English	<input type="checkbox"/> Spanish	<input type="checkbox"/> Other: _____
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### Special Skills

List any special skills or experience that you feel would help you in the position that you are applying for (leadership, communication, team building, etc)

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### Professional References

Full Name	Relationship
Organization	Phone Number
Full Name	Relationship
Organization	Phone Number
Full Name	Relationship
Organization	Phone Number

### Applicant's Statement

I certify that information provided in this application is true and complete to the best of my knowledge.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

I hereby understand and acknowledge that unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the employee may resign at any time, and the employer may discharge the employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization. In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand also, that I am required to abide by all rules and regulation(s) of the employer.

As an applicant for employment with Adeo, I understand that, if hired, I must comply with the Employee Drug and Alcohol Policy. Additionally, I agree to submit to a pre-employment drug screening test, a criminal background check and/or pre-employment physical evaluation, if requested or required by Adeo.

My signature below, indicates that I have read, understand and agree with the Applicant's Statement.

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

This application for employment shall be considered active for a period of time not to exceed 90 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

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### Voluntary Self Identification Survey

Providing this information is strictly voluntary on your part, and is not required to complete your Application for Employment, nor will providing the information or not providing the information affect your application. However, providing this information helps Adeo improve our Diversity and Inclusion practices.

### GENDER

☐ Female ☐ Male ☐ Other ☐ Choose not to disclose

### RACE/ETHNICITY

(Please check one of the descriptions below corresponding to the ethnic group with which you identify.)

- ☐ Hispanic or Latino: A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race.
- ☐ White (Not Hispanic or Latino): A person having origins in any of the original peoples of Europe, the Middle East or North Africa.
- ☐ Black or African American (Not Hispanic or Latino): A person having origins in any of the black racial groups of Africa.
- ☐ Native Hawaiian or Pacific Islander (Not Hispanic or Latino): A person having origins in any of the peoples of Hawaii, Guam, Samoa or other Pacific Islands.
- ☐ Asian (Not Hispanic or Latino): A person having origins in any of the original peoples of the Far East, Southeast Asia or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand and Vietnam.
- ☐ Native American or Alaska Native (Not Hispanic or Latino): A person having origins in any of the original peoples of North and South America (including Central America) and who maintains tribal affiliation or community attachment.
- ☐ Two or more races (Not Hispanic or Latino): All persons who identify with more than one of the above five races.
- ☐ I do not wish to disclose.

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

Adeo provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.