



SUN RENTAL CENTER APPLICATION FOR EMPLOYMENT

Sun Rental is an equal opportunity employer and will not discriminate against any applicant on the basis of any characteristic that is protected by state or federal law.

Position Applied For: _____ Date of Application: _____

Date You Can Start: _____ Please note: Application will only remain active for 6 months, after which you will need to reapply.

Name: _____ Social Security #: _____
Last First Middle

Present Address: _____
Street City State Zip

Telephone #: Home (_____) _____ Work (_____) _____

Are there any hours or days of the week you cannot work? _____ If so, when: _____

Salary Desired: _____ Type of Employment _____ Full-time _____ Part-time

Are you employed now? _____ May we contact your present employer? _____

Did you ever apply with Sun Rental before? _____ Under what name? _____ When? _____

EDUCATION:

	NAME AND ADDRESS OF SCHOOL	NO. OF YEARS ATTENDED	DID YOU GRADUATE?	SUBJECT / MAJOR
Elementary School				
High School				
College				
Specialized Training				

Are you lawfully entitled to be employed in the United States? ___

Have you been convicted of a crime within the last 7 years? _____ Yes _____ No

Conviction will not necessarily disqualify you from employment

If yes, please explain: _____

Please provide any additional information such as special skills, training, management experience, equipment operation or qualifications you feel will be helpful to us in considering your application:

REFERENCES: Three individuals not related to you, whom you have known for at least one year:

NAME	ADDRESS & TELEPHONE	RELATIONSHIP	YEARS ACQUAINTED

Emergency Contact: _____

Name / Street / City / State / Telephone

CURRENT AND FORMER EMPLOYERS: (Most Recent One First)

DATE MONTH/ YEAR	NAME, ADDRESS & TELEPHONE NO. OF EMPLOYER	SALARY: STARTING/ ENDING	LAST POSITION HELD/ RESPONSIBILITIES	REASON FOR LEAVING
From: To:				
From: To:				

DATE MONTH/ YEAR	NAME, ADDRESS & TELEPHONE NO. OF EMPLOYER	SALARY: STARTING/ ENDING	LAST POSITION HELD/ RESPONSIBILITIES	REASON FOR LEAVING
From:				
To:				
From:				
To:				

* * * * *

Please read the following statement carefully before signing to indicate your understanding:

I understand that, if I receive a conditional job offer and prior to beginning employment, I may be requested to undergo a pre-employment drug screening.

I certify that the facts contained in this application are true and complete to the best of my knowledge and understand that, if employed, falsified statements on this application may result in termination.

I authorize investigation of all statements contained in this application for any employment-related purpose. I release the listed references and all employers to provide you with any and all applicable information they may have. I hereby release these references and former employers from all liability for any information they may give you, including but not limited to any defamation claims I may now have or will have against them.

_____ Date _____ Signature

CREDIT CHECK and or MVR CONSENT

Based on the requirements of the job for which I am applying or which I hold, I authorize Sun Rental to conduct a job-related credit check and/or a MVR check. (Sun Rental, in its sole discretion, will determine job relatedness.)

Social Security No.: _____ Date of Birth: _____

Drivers License No.: _____ State: _____ Expiration: _____

_____ Date _____ Signature

EMPLOYMENT INTERVIEW ANALYSIS

The purpose of this analysis is to organize the recording of information collected during the interview and to assist in evaluating and comparing different applicants when interviews are completed. It will be most effective if prepared immediately after the interview.

NAME OF APPLICANT _____ POSITION APPLIED FOR _____

NAME OF INTERVIEWER _____ DATE OF INTERVIEW _____

TRAITS	COMMENTS
Knowledge of specific job and Job related topics	
Experience	
Communication ability	
Interest in position & organization	
Overall motivation to succeed	
Appearance and habits	
Poise	
Insight and alertness	
Personality	
Other factors bearing on suitability for the position	

COMMENTS & RECOMMENDATIONS: