



PENSKI, INC.

Staffing, Payroll & Training Services

Application for Employment

Applicant Information:

Last Name _____ SS#: _____

First Name _____

Middle Name _____

Home Phone #: _____ E-mail Address: _____

Work Phone #: _____ Message Phone #: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Education

Type of School	Name & Address of School	Last Year Completed	Subjects or Major	Did you Graduate? What Degrees?
High School				
College				
Business School, Trade School Military or Other Formal Training				

Yes No

_____ Are you a U.S. Citizen? If No, please state whether you are legally authorized to work in the U.S.: _____

As a condition of employment with Penski, Inc., successful applicants must provide, within three (3) days after employment begins, documentation to prove identity and proper authorization to work in the United States.

Minimum Hourly Rate or Annual Salary you will accept: _____

Towns where you are willing to work: *Malone, Ogdensburg, Potsdam, Gouverneur, Massena, Watertown:* _____

Select categories that best describe the position you are seeking:

- | | | |
|---|---|--|
| <input type="checkbox"/> Accounting (Entry Level) | <input type="checkbox"/> Industrial Management | <input type="checkbox"/> Auto Mechanic |
| <input type="checkbox"/> Accounting (Professional) | <input type="checkbox"/> Administration | <input type="checkbox"/> Truck Driving (CDL) |
| <input type="checkbox"/> Bookkeeping | <input type="checkbox"/> Human Resources | <input type="checkbox"/> Banquets |
| <input type="checkbox"/> Data Entry | <input type="checkbox"/> Sales | <input type="checkbox"/> Food Service or Restaurants |
| <input type="checkbox"/> Clerical | <input type="checkbox"/> Engineering (4 yr degree) | <input type="checkbox"/> Health Care |
| <input type="checkbox"/> Clerical (5 yrs exp) | <input type="checkbox"/> Technical (2 yr degree) | <input type="checkbox"/> Substitute Teacher or Aide |
| <input type="checkbox"/> Clerical (Legal Setting) | <input type="checkbox"/> Computer Tech | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Clerical (Educational Setting) | <input type="checkbox"/> Skilled Trades (Electrician) | |
| <input type="checkbox"/> Retail (Cashiers) | <input type="checkbox"/> Skilled Trades (Mechanic) | |
| <input type="checkbox"/> Retail Management | <input type="checkbox"/> Entry Level Laborer | |
| <input type="checkbox"/> Office Management | <input type="checkbox"/> Industrial Laborer | |

Where did you hear about Penski?

- | | | |
|---|---|---|
| <input type="checkbox"/> Poster | <input type="checkbox"/> Penski Newsletter | <input type="checkbox"/> Radio |
| <input type="checkbox"/> Job Fair | <input type="checkbox"/> School or College | <input type="checkbox"/> A Penski Applicant |
| <input type="checkbox"/> A Penski Employee: _____ | <input type="checkbox"/> Internet Site: _____ | <input type="checkbox"/> Company: _____ |
| <input type="checkbox"/> Newspaper: _____ | <input type="checkbox"/> Other: _____ | |

What type of position are you seeking?

- Full Time (at least 37.5 hours/week)
- Part Time (How many hours per week? _____)
- Is there a specific company(s) you would like to work for? _____
- Is there a specific company(s) you do not wish to work for? _____

When would you be available to begin work (select one of the following)?

- Now 1 week notice req. 2 week notice req. Specific Date: _____

Employment History

Start with most recent position and list all jobs in reverse order. Provide at least five (5) years of employment history or four (4) employers, whichever results in more history. You should also attach a copy of your resume if available. Resumes are required from individuals applying for clerical, administrative or professional positions.

End Date: _____	Ending Title: _____	Rate of Pay _____
Start Date: _____	Starting Title: _____	Rate of Pay _____
Company Name: _____		
Address: _____	Phone#: _____	
_____	Email/Website: _____	
Manager Name: _____ Title: _____ Is he/she still there? _____		
Reason for leaving: _____		
Brief description of duties: _____		

End Date: _____	Ending Title: _____	Rate of Pay _____
Start Date: _____	Starting Title: _____	Rate of Pay _____
Company Name: _____		
Address: _____	Phone#: _____	
_____	Email/Website: _____	
Manager Name: _____ Title: _____ Is he/she still there? _____		
Reason for leaving: _____		
Brief description of duties: _____		

End Date: _____	Ending Title: _____	Rate of Pay _____
Start Date: _____	Starting Title: _____	Rate of Pay _____
Company Name: _____		
Address: _____	Phone#: _____	
_____	Email/Website: _____	
Manager Name: _____ Title: _____ Is he/she still there? _____		
Reason for leaving: _____		
Brief description of duties: _____		

End Date: _____	Ending Title: _____	Rate of Pay _____
Start Date: _____	Starting Title: _____	Rate of Pay _____
Company Name: _____		
Address: _____	Phone#: _____	
_____	Email/Website: _____	
Manager Name: _____ Title: _____ Is he/she still there? _____		
Reason for leaving: _____		
Brief description of duties: _____		

Please indicate all days of the week you would be available to work and during which range of hours. In the appropriate box, place a check mark if you are almost always available, an O if you are occasionally available, and a V if you are only available during college or school vacations. Leave the box blank if you are not available.

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
Mornings: 7 am until noon							
Afternoon: noon until 5 pm							
Evening: 5 pm until 11 pm							
Nights: 11 pm until 7 am							

READ THE FOLLOWING STATEMENTS CAREFULLY. Place a check mark under "Yes" next to each statement that is true and place a check mark under "No" next to each statement that is false. These responses will only be used if they relate specifically to your fitness to perform a particular position.

Yes No

_____ Yes _____ No **I have been convicted of a Crime.**
 If yes, please explain and provide dates: _____

_____ Yes _____ No **I have applied with or worked for Penski, Inc. in the past.**
 If yes, please explain: _____

_____ Yes _____ No **I have been known by another name(s).**
 If yes, what other name(s): _____

_____ Yes _____ No **I am under the age of 18.**

_____ Yes _____ No **I will undergo pre-employment or random drug screening.**

_____ Yes _____ No **I do possess a valid driver's license and/or reliable transportation in the case that they are requirements of the positions I am applying for.**

_____ Yes _____ No **I do possess a CDL or other license that enables me to drive a tractor trailer. If yes, what is the class of the license and the endorsements?** _____

_____ Yes _____ No **I am willing to fill temporary work assignments.**
 If yes, circle one: all the time or only until a permanent assignment is found

_____ Yes _____ No **I am willing to be on a call list for temporary, short-term assignments.**

_____ Yes _____ No **I am willing to work rotating shifts.** _____ Yes, but prefer not to (check if applies)

_____ Yes _____ No **I am willing to work overtime as necessary.**

Additional Information

This information (questions 1 - 5) is solely for the use of Penski, Inc. Although it is not necessary to answer these questions, doing so will help us to improve our services to applicants like you.

1. Do you have access to a computer? Yes No Do you have access to the internet? Yes No
2. Do you have an e-mail account? Yes No
3. Are you interested in researching and applying for positions via the internet? Yes No
4. Are you interested in improving your skills and your marketability by attending training classes such as safety training, equipment training or computer training if the cost to you is less than \$100? Yes No Maybe
5. Are you interested in completing web-based training courses that cover the same materials if the cost is \$100 or less? Yes No Maybe

Please describe your job search:

- I am unemployed and seeking a full or part time position
- I am employed but looking for higher wages and/or better benefits
- I am employed but am seeking more responsibility
- I am a student trying to earn some extra money
- I am employed but would like to work part time to earn some extra money
- Other: _____

References

List four (4) references, preferably past supervisors, business or professional persons other than relatives. If you have listed supervisors that we may contact in the employment section, you may include enough contacts here to bring the total to four (4).

Name: _____ Name: _____

Address: _____ Address: _____

Phone #: _____ Email: _____ Phone #: _____ Email: _____

Company: _____ Years Known: ____ Company: _____ Years Known: ____

Name: _____ Name: _____

Address: _____ Address: _____

Phone #: _____ Email: _____ Phone #: _____ Email: _____

Company: _____ Years Known: ____ Company: _____ Years Known: ____

I hereby apply for employment with or by Penski, Inc. and state that:

The information contained in this application is true to the best of my knowledge and belief, and I understand that any misrepresentation or false statements by me in connection with this application will constitute justifiable cause for Penski, Inc. not to employ me, or if employed, to terminate my employment for cause.

I understand and agree that any and all information furnished may be verified by Penski, Inc. I hereby authorize all individuals and organizations named or referred to in this application and any law enforcement organizations to provide Penski, Inc. with all information relative to such verification and hereby release such individuals, organizations and Penski, Inc. from any and all liability for any claim or damage resulting therefrom.

Furthermore, I understand that my employment is for no definite period, is at will and may be terminated at any time without previous notice with or without cause.

Signature: _____ Date: _____

***There is Never a fee to Applicants or Employees for Our Services
Email jobs@penski.com***

Visit One of our Offices at:

- 50 Market St. Potsdam, (315) 265-8860
- 107 Main St. Massena, (315) 764-5410
- 828 Proctor Ave. Ogdensburg, (315) 393-0395
- 458 E. Main Malone, (518) 481-5962
- 200 Washington St. Watertown, (315) 788-5627
- VISIT WWW.PENSKICOM