

Application for Employment

Diamond Materials, LLC.
 924 South Heald Street
 Wilmington, DE 19801

Equal access to programs, services and employment is available to all persons. Those applicants requiring reasonable accommodation to the application and/or interview process should notify a representative of the Human Resources Department.

Name: _____ Social Security # _____
Last First Middle

Address: _____
Street City State Zip Code

Telephone #: _____ Mobile #: _____ E-Mail Address: _____

Position(s) applied for: _____ Date of Application: _____

Referral Source: (Please check the appropriate category and name the source.)

Walk in	School
Employee	Job Fair
Advertisement	Staffing Agency
Company's Website	Government Employment Agency
Other Internet Site	Other

If necessary, the best time to call you at home is? _____ May we contact you at work? Yes No If yes, work number: _____ ... and best time to call: _____ If you are under 18 and it is required, can you furnish a work permit? Yes No If no, please explain: _____ Have you submitted an application here before? Yes No If yes, give date(s) and position(s): _____	Type of employment desired: Full-Time Part-Time Educational Co-Op Seasonal Temporary Will you relocate if job requires it? Yes No Will you travel if job requires it? Yes No If they have been explained to you, are you able to meet the attendance requirements of the position? Yes No Will you work overtime if required? Yes No If no, please explain _____ Driver's license number required if driving may be required in the job for which you are applying: _____ State: _____
Have you ever been employed here before? Yes No If yes, give dates: From: _____ To: _____	Have you ever been bonded? Yes No Answering "yes" to the following question does no constitute an automatic bar to employment. Factors such as date of the offense, seriousness and nature of the violation, rehabilitation and position applied for will be taken into account.
Are you legally eligible for Employment in this country? Yes No Date available for work: _____ What is your desired salary? _____	Have you ever pled "guilty" or "no contest" to, or been convicted of a crime? Yes No If yes, please provide date(s) and details: _____

Employment History

Starting with your most recent employer, provide the following information.

Employer:	Telephone:	Dates employed	Month	Year	Month	Year
		/		to	/	
Street Address		City	State		Compensation (Starting)	
Starting Job Title / Final Job Title		Hourly	Salary	\$		per
Immediate supervisor and title		May we contact for reference?		Compensation (Final)		
Why did you leave?		Yes	No	Later	Hourly	Salary
					\$	per
Summarize the type of work performed and job responsibilities						
What did you like most about your position?						
What were the things you liked least about the position?						

Employer:	Telephone:	Dates employed	Month	Year	Month	Year
		/		to	/	
Street Address		City	State		Compensation (Starting)	
Starting Job Title / Final Job Title		Hourly	Salary	\$		per
Immediate supervisor and title		May we contact for reference?		Compensation (Final)		
Why did you leave?		Yes	No	Later	Hourly	Salary
					\$	per
Summarize the type of work performed and job responsibilities						
What did you like most about your position?						
What were the things you liked least about the position?						

Employer:	Telephone:	Dates employed	Month	Year	Month	Year
		/		to	/	
Street Address		City	State		Compensation (Starting)	
Starting Job Title / Final Job Title		Hourly	Salary	\$		per
Immediate supervisor and title		May we contact for reference?		Compensation (Final)		
Why did you leave?		Yes	No	Later	Hourly	Salary
					\$	per
Summarize the type of work performed and job responsibilities						
What did you like most about your position?						
What were the things you liked least about the position?						

Employer:	Telephone:	Dates employed	Month	Year	Month	Year
		/		to	/	
Street Address		City	State		Compensation (Starting)	
Starting Job Title / Final Job Title		Hourly	Salary	\$		per
Immediate supervisor and title		May we contact for reference?		Compensation (Final)		
Why did you leave?		Yes	No	Later	Hourly	Salary
					\$	per
Summarize the type of work performed and job responsibilities						
What did you like most about your position?						
What were the things you liked least about the position?						

Employment History

Explain any gaps in your employment, other than those due to personal illness, injury or disability.

If not addressed on previous page, have you ever been fired or asked to resign from a job? Yes No

If yes, please explain.

Skills and Qualifications

Summarize any special training, skills, licenses and/or certificates that may assist you in performing the position for which you are applying.

Computer Skills: (Check appropriate boxes. Include software titles and years of experience.)

Word Processing	Years:	Internet	Years:
Spreadsheet	Years:	Other	Years:
Presentation	Years:	Other	Years:
E-mail	Years:	Other	Years:

Education Background

Starting with your most recent school attended, provide the following information.

School (Name, City, and State)	Years Completed	Completed	GPA, Class Rank	Major/Minor
		Diploma <input type="checkbox"/> GED <input type="checkbox"/> Degree <input type="checkbox"/> Certification <input type="checkbox"/> Other <input type="checkbox"/>		
		Diploma <input type="checkbox"/> GED <input type="checkbox"/> Degree <input type="checkbox"/> Certification <input type="checkbox"/> Other <input type="checkbox"/>		
		Diploma <input type="checkbox"/> GED <input type="checkbox"/> Degree <input type="checkbox"/> Certification <input type="checkbox"/> Other <input type="checkbox"/>		
		Diploma <input type="checkbox"/> GED <input type="checkbox"/> Degree <input type="checkbox"/> Certification <input type="checkbox"/> Other <input type="checkbox"/>		

References

List name and telephone number of three business / work references who are *not* related to you and are not previous supervisors. If not applicable, list three school or personal references who are *not* related to you.

Name	Title	Relationship to you	Telephone	Number of Years Known

Related Information

To what job-related organizations (professional, trade, etc) do you belong?

Exclude memberships that would reveal race, color, religion, sex, national origin, citizenship, age, mental or physical disabilities, veteran/reserve national guard or any other similarly protected status

Organization	Offices Held

List special accomplishments, publications, awards, etc.

Exclude memberships that would reveal race, color, religion, sex, national origin, citizenship, age, mental or physical disabilities, veteran/reserve national guard or any other similarly protected status

In your current or a prior job, have you ever written instructions or directions to be followed by employees or customers?

Yes No Not Applicable

If yes, please explain.

Is there any other job-related information you want us to know about you?

Applicant Statement

I certify that all information I have provided in order to apply for and secure work with this employer is true, complete and correct.

I expressly authorize, without reservation, the employer, its representatives, employees or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, resume or job interview. I hereby waive any and all rights and claims I may have regarding the employer, its agents, employees or representatives, for seeking, gathering and using truthful and non-defamatory information, in a lawful manner, in the employment process and all other persons, corporations or organizations for furnishing such information about me.

I understand that this employer does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or eliminating any applicant from consideration for employment on any basis prohibited by applicable local, state or federal law.

I understand that this application remains current for only 30 days. At the conclusion of that time, if I have not heard from the employer and still wish to be considered for employment, it will be necessary for me to reapply and fill out a new application.

If I am hired, I understand that I am free to resign at any time, with or without cause and with or without prior notice, and the employer reserves the same right to terminate my employment at any time, with or without cause and with or without prior notice, except as may be required by law. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that no supervisor or representative of the employer is authorized to make any assurances to the contrary and that no implied oral or written agreements contrary to the foregoing express language are valid unless they are in writing and signed by the employer's president.

I also understand that if I am hired, I will be required to provide proof of identity and legal authorization to work in the United States and that federal immigration laws require me to complete an I-9 Form in this regard.

I understand that any information provided by me that is found to be false, incomplete or misrepresented in any respect, will be sufficient cause to (I) eliminate me from further consideration for employment or (ii) may result in my immediate discharge from the employer's service, whenever it is discovered.

DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE APPLICANT STATEMENT.

I certify that I have read, fully understand and accept all terms of the foregoing Applicant Statement.

Signature of Applicant:

Date:
