



(Please Print)

# Application for Employment

Atlas Distributing, Inc. is an Equal Opportunity Employer and will not discriminate against individuals based on their race, color, religion, age (40+), gender, gender identity, creed, sexual orientation, handicap/disability, national origin, ancestry, service in the military, results of genetic testing, or any other characteristic protected under state or federal law. It is unlawful in Massachusetts to require or administer a lie detector test as a condition of employment or continued employment. An employer who violates this law shall be subject to criminal penalties and civil liability.

Date of Application: \_\_\_\_\_

Position(s) Applied For: \_\_\_\_\_

Name: \_\_\_\_\_ Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Are you under 18?  YES  NO

Drivers License:  YES  NO Class/Type: \_\_\_\_\_ Issuing State: \_\_\_\_\_ Number: \_\_\_\_\_

Have you filed an application here before?  YES  NO If yes, give date: \_\_\_\_\_

Are you employed now?  YES  NO

May we contact your present employer?  YES  NO

Do you have the legal right to work in the United States?  YES  NO  
*(According to Federal Law, work authorization documentation will be required upon employment.)*

Where did you hear about Atlas? \_\_\_\_\_

On what date would you be available for work? \_\_\_\_\_

Are you available to work:  Full Time  Part Time  Shift Work  Overtime  Temporary

Are you on a lay-off and subject to recall?  YES  NO

### References:

Give three professional references who are not related to you.

<u>Name</u>	<u>Telephone</u>	<u>Occupation</u>	<u>Years Known</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____



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## Experience

Start with your present or last job. You may include military service assignments and any verified work performed on a voluntary basis. You may, if you wish, exclude organization names which indicate race, color, religion/creed, gender identity, sexual orientation, national origin, age, handicap/disability, ancestry, service in the military, or the results of genetic testing.

Employer: \_\_\_\_\_  
Address: \_\_\_\_\_  
Job Title: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
Work Performed: \_\_\_\_\_  
Dates Employed: FROM \_\_\_\_\_ TO \_\_\_\_\_  
Reason for leaving: \_\_\_\_\_

Employer: \_\_\_\_\_  
Address: \_\_\_\_\_  
Job Title: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
Work Performed: \_\_\_\_\_  
Dates Employed: FROM \_\_\_\_\_ TO \_\_\_\_\_  
Reason for leaving: \_\_\_\_\_

Employer: \_\_\_\_\_  
Address: \_\_\_\_\_  
Job Title: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
Work Performed: \_\_\_\_\_  
Dates Employed: FROM \_\_\_\_\_ TO \_\_\_\_\_  
Reason for leaving: \_\_\_\_\_

## Special Skills and Qualifications:

Summarize special skills and qualifications acquired from employment or other experience.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



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## Education:

	High School	College/University	Graduate/Professional
Name of School			
Years Completed			
Diploma/Degree			
Course of Study			
Specialized Training, Apprenticeship, Extra-Curricular Activities			

Veteran of the U.S. Military Service?  YES  NO

If Yes, Branch: \_\_\_\_\_

Please describe any special skills or training acquired while in the service: \_\_\_\_\_

I understand that this employment application and/or the granting of an oral interview do not represent a contract of employment, or a promise of future employment or benefits by the Company. I also understand that no representative of the Company has authority to enter into an agreement for employment for any specified period of time, or to make any agreement contrary to the foregoing, unless it is in writing and signed by an authorized Company representative.

I acknowledge that any offer of employment is conditioned upon taking a pre-employment drug/alcohol test(s), the Company's receipt of satisfactory results of such test(s), its receipt of satisfactory criminal history reports, driving history reports, reference checks, and providing proof of identity and authorization to work in the U.S. in accordance with federal regulations. I consent to the disclosure of the results of any drug/alcohol test conducted by an outside testing facility to the Company. I authorize the Company to contact my previous employers and other references I have provided in this application, and I authorize them all to disclose information to the Company about my employment or other relationship with them, without limitation, and whether that information is favorable or unfavorable. I understand that should I decline to take a preemployment drug/alcohol test(s), or to authorize required background checks, my application for employment will be rejected. I also understand that in the event of a confirmed positive drug or alcohol test, I will be ineligible for employment, and that any conditional offer of employment will be automatically withdrawn.

I certify that the information I have provided in this application, including the above acknowledgments and authorizations, is true, complete and correct. I understand that false or misleading answers, statements or significant omissions made by me on this form may result in denial of employment or disciplinary action, up to and including discharge.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date



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## **CONSUMER REPORT DISCLOSURES**

As part of the hiring process, Atlas Distributing, Inc. (“Atlas”) will obtain background information about you in the form of a “consumer report” to be ordered from Worcester Record Search, Inc., a third-party consumer reporting agency. If you are hired, Atlas may also obtain future consumer reports about you from Worcester Record Search in deciding whether to continue your employment and when making other employment-related decisions directly affecting you.

A “consumer report” may include information bearing on your credit worthiness, credit standing or credit capacity, your character, your general reputation, your personal characteristics and/or your mode of living. Such information may include, but is not limited to, verification of your Social Security number, address, education and employment history, and information derived from public records, including criminal history information, court records, and motor vehicle records.

You have the right to request a copy of any consumer report that is provided to Atlas. Such requests should be directed to the following:

Worcester Record Search, Inc.  
4 Jill Circle  
Shrewsbury, MA 01545  
(508) 842-7282  
wrs@worchesterrecordsearch.com

## **ACKNOWLEDGEMENT AND AUTHORIZATION TO OBTAIN CONSUMER REPORT**

By my signature below, I, \_\_\_\_\_, acknowledge that Atlas Distributing, Inc. (“Atlas”) provided to me copy of the document entitled Consumer Report Disclosures advising me that Atlas may obtain a “consumer report” about me from a third-party consumer reporting agency for employment purposes and I expressly authorize Atlas to obtain a “consumer report” about me from such third-party agency. I understand that Atlas may consider the report in connection with my application for employment with Atlas and, if I am hired, in connection with any other decisions affecting my employment with Atlas.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Applicant Name

*Revised April 2024*