



8027 Exchange Drive  
 Austin, TX 78754  
 512-637-2540-MAIN  
 512-637-2541-FAX  
[www.cypressindustries.com](http://www.cypressindustries.com)

## EMPLOYMENT APPLICATION

**An Equal Opportunity Employer:** Cypress Industries (the "Company") is an equal opportunity employer. The Company recruits, employs, trains, compensates, and promotes without regard to race, religion, creed, color, national origin, age, gender, sexual orientation, marital status, disability, veteran status, or any other basis protected by applicable federal, state, or local law.

### PERSONAL

Last Name:	First Name:	MI:	SS#:	DL#:
Present Address:				
Home Phone:	Mobile #:	Email:		
Permanent Address, if different from present address:				
If hired can you provide proof that you are legally able to work in the United States?			Yes	No
How were you referred to us?				
Advertisement	Employee	Employment Agency	Walk-In	Other
Have you ever been convicted of a criminal offense (felony or misdemeanor)? If yes, please state the nature of offense(s), date(s), city, state, and disposition on a separate sheet of paper. <i>Note: An affirmative answer will not necessarily result in disqualification for employment:</i>				
Yes		No		
List any relatives or friends employed by the Company:			Relationship:	
Have you smoked in the last five years?			Yes	No

### EMPLOYMENT

Position Desired:	Salary Desired:
What days and hours are you available to work?	
Are you available for overtime?	Yes      No
Are you over 18 years of age?	Yes      No
When are you available to begin work?	
Are you able to perform the essential functions of the job for which you are applying?	Yes      No

### SKILLS

Are you able to operate a personal computer?	Yes	No	Types of Software:
List other office machines you can operate:			
Specific skills or training: What knowledge, special skills, and/or individual capabilities do you have which especially prepare you for the position applied for?			



8027 Exchange Drive  
 Austin, TX 78754  
 512-637-2540-MAIN  
 512-637-2541-FAX  
[www.cypressindustries.com](http://www.cypressindustries.com)

### EDUCATION

Type of School	Name & Location of School	# of years completed	Graduated: Yes No	Degree(s) or Diploma(s)	Major Field(s) of Study
High School or Trade School					
Business or Tech. School					
Jr. College and/or University					
Other Training (Explain)					

### EMPLOYMENT HISTORY

Experience: Please account for all employment within the last seven (7) years, beginning with your current or more recent employer. In addition, please indicate any other experience which you believe is relevant to the position for which you are applying (e.g. volunteer experience, military service, experience gained over seven (7) years prior, etc.) Attach an additional sheet if extra space is needed.

*Answer all of the following questions if you are applying for a professional, licensed or certified position*

Are you licensed/certified for the job you are applying for? Yes No

Name of license/certification:

Issuing state:

License certification number:

Is your license/certification ever been revoked or suspended? Yes No

If yes, explain:

### POSITIONS HELD

Company Name:	Date Employed: From: To:	Starting Salary: Ending Salary:
Street Address:	Job Title:	Hours Worked: From: To:
City, State, Zip Code:	Specific Job Duties: 1 2 3	
Telephone:		
Supervisor:		
Is this your current employer? Yes No	Reason for leaving:	
May we contact this employer? Yes No	What is the most important skill demonstrated on the job?	



8027 Exchange Drive  
 Austin, TX 78754  
 512-637-2540-MAIN  
 512-637-2541-FAX  
[www.cypressindustries.com](http://www.cypressindustries.com)

**POSITIONS HELD**

Company Name:	Date Employed: From:                      To:	Starting Salary: Ending Salary:
Street Address:	Job Title:	Hours Worked: From:              To:
City, State, Zip Code:	Specific Job Duties: 1 2 3	
Telephone:		
Supervisor:		
Is this your current employer? Yes      No	Reason for leaving:	
May we contact this employer? Yes      No	What is the most important skill demonstrated on the job?	

**POSITIONS HELD**

Company Name:	Date Employed: From:                      To:	Starting Salary: Ending Salary:
Street Address:	Job Title:	Hours Worked: From:              To:
City, State, Zip Code:	Specific Job Duties: 1 2 3	
Telephone:		
Supervisor:		
Is this your current employer? Yes      No	Reason for leaving:	
May we contact this employer? Yes      No	What is the most important skill demonstrated on the job?	



8027 Exchange Drive  
Austin, TX 78754  
512-637-2540-MAIN  
512-637-2541-FAX  
[www.cypressindustries.com](http://www.cypressindustries.com)

**PERIODS OF UNEMPLOYMENT**

Please account for all periods of unemployment within the last seven (7) years, beginning with your most recent period of unemployment.

Dates Unemployed From:            To:	Reasons for Unemployment:
Dates Unemployed From:            To:	Reasons for Unemployment:
Dates Unemployed From:            To:	Reasons for Unemployment:

**PERSONAL REFERENCES**

Please list at least two (2) persons NOT related to you who have known you for at least five (5) years.

Name:	Address:	Phone No.:
Name:	Address:	Phone No.:



8027 Exchange Drive  
Austin, TX 78754  
512-637-2540-MAIN  
512-637-2541-FAX  
[www.cypressindustries.com](http://www.cypressindustries.com)

### APPLICANT'S STATEMENT

(Initial each numbered item as read)

1.\_\_\_\_\_ The information that I have provided on this application is accurate to the best of my knowledge and may be verified by the Company or its agents.

2.\_\_\_\_\_ I authorize all the schools, persons and or organizations named in this application to provide any relevant information in their possession or knowledge to the agents of the Company, for use in deciding whether or not to offer me employment and specifically waive any required written notification. I hereby release the Company, my former employers and all other persons from any and all claims, demands, or liabilities arising out of or in any way related to such inquiry or disclosure.

3.\_\_\_\_\_ I understand that the Company is committed to maintaining a drug and alcohol free work place. Accordingly, I may be subject to a pre-employment blood test, urinalysis or drug/alcohol screening. I further understand that if employed, I may be subject to such a drug and alcohol screening if the Company has reasonable suspicion to believe that I am under the influence of a drug or alcohol. My consent to submit to such a test is required as a condition of employment and my refusal to consent shall result in a refusal to hire or, if already employed, termination.

4.\_\_\_\_\_ I authorize the Company to obtain a motor vehicle report (MVR) and to perform a criminal background check for use in determining whether or not to offer me employment. I understand that these reports will include details of my driving record and criminal history. I understand that I may request a copy of these reports in writing and the Company will provide such copy within five days after the date on which the request was received or such report was first requested, whichever is later.

5.\_\_\_\_\_ I authorize the Company to obtain consumer reports from consumer reporting agencies for use in deciding whether or not to offer me employment. I understand that such reports may include information concerning my credit worthiness, credit standing, credit capacity, character, general reputation, personal characteristics, or mode of living. I understand that if I am denied employment based upon information obtained in any credit report, I will be provided with the name, address, and telephone number of the consumer reporting agency, a copy of the report, and an explanation of my rights concerning it.

6.\_\_\_\_\_ I understand and agree that any misrepresentation or omission of facts in this application will be justification for refusal or termination of employment, regardless of the time elapsed before discovery.

7.\_\_\_\_\_ I understand and agree that the employment for which I am making application is, and is understood to be, at-will and such employment may be terminated at any time with or without cause, without prior notice, by either myself or the Company. There will be no agreement, express or implied between the Company and me for any specific period of employment, nor for continuing or long term employment, unless made in writing, signed by an authorized representative of the Company.

8.\_\_\_\_\_ I have placed my signature in the space provided below only after I have completed the entire application to the best of my ability and have carefully read the foregoing seven (7) statements.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature