

# The Duke Company

## Application for Employment

Please print plainly and answer all questions

### EQUAL EMPLOYMENT OPPORTUNITY POLICY

It is the policy of The Duke Company to recruit and employ the best qualified personnel for available positions, to provide equal opportunity for the advancement of employees, and to administer these activities in a manner which will not discriminate against any person because of race, creed, color, religion, age, sex, national origin, disability, marital status, sexual orientation, military status, genetic predisposition or carrier status, or arrest record, and any other category protected under the law. The Duke Company will provide "reasonable accommodations" to qualified individuals with disabilities in accordance with applicable federal, state and local laws.

**Note:** American Rentals, LLC does business under the name "The Duke Company".

### Personal

Date: \_\_\_\_\_

Position applied for: \_\_\_\_\_

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

Second choice: \_\_\_\_\_

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

Date available to begin work: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Want: Full Time\_\_\_\_ Part Time\_\_\_\_ Temp\_\_\_\_

Telephone Number: \_\_\_\_\_

Wage / Salary requested: \_\_\_\_\_

Are you lawfully able to work in the USA? \_\_\_\_

Shift Preference: Days\_\_ Evenings\_\_ Nights\_\_

Have you ever previously worked for The Duke Company (American Rentals, LLC)? \_\_\_\_\_

Are there any days/hours you cannot work? \_\_\_\_

If yes, dates and title: \_\_\_\_\_

Are you at least 18 years of age? \_\_\_\_\_

### Criminal Convictions

IF YOU ANSWER "YES" TO ANY OF THE FOLLOWING QUESTIONS, PLEASE EXPLAIN YOUR ANSWERS BELOW, INCLUDE THE DATES OF ANY CONVICTIONS, PLEAS, OR JUDICIAL FINDINGS OF CULPABLE CONDUCT. NOTE: ANSWERING "YES" TO ANY OF THESE QUESTIONS IS NOT AN AUTOMATIC BAR TO EMPLOYMENT.

1. Have you ever been convicted of a criminal offense?

No

Yes

If yes, please explain: \_\_\_\_\_

2. Have you ever plead guilty or "no contest" to a criminal offense?

No

Yes

If yes, please explain: \_\_\_\_\_

3. Have you ever been found by a court of law to be culpable or liable in a civil action for the abuse, neglect or mistreatment of any individual or individuals?"

No

Yes

If yes, please explain: \_\_\_\_\_

### Educational Background

School	Name & Address of School	Years Completed	List Diploma or Degree	Principal Subject
<b>High</b>		<i>Circle Highest</i> 9 10 11 12		
<b>College</b>		<i>Circle Highest</i> 1 2 3 4 5 6		
<b>Other (Specify)</b>				

Where applicable, list any certifications that may be required for your position:

\_\_\_\_\_

Please list any other experience, skills or qualifications which you feel would be applicable to employment with The Duke Company: \_\_\_\_\_

\_\_\_\_\_

### Representations

Are you bound by or subject to any agreement which prohibits you from disclosing the confidential information of any other individual or entity?  No  Yes

If yes, please explain: \_\_\_\_\_

Are you bound by or subject to any agreement which: (a) limits or restricts your ability to compete against any other individual or entity, (b) limits or restricts your ability to solicit the customers or employees of any other individual or entity, or (c) in any way limits or restricts your ability to render services to American Rentals, LLC d/b/a The Duke Company?  No  Yes

If yes, please explain: \_\_\_\_\_

### Employment Experience

Starting with your present or last job, list your prior employers and describe the work you performed for them. Omissions will be considered a falsification of this employment application. Include any job-related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, handicap or other protected status.

1. Employer	<u>Dates Employed</u> From / To	<u>Type of Work Performed</u>
Address	<u>Hourly Rate</u> Starting / Final	
Telephone Number	Job Title	Supervisor

Reason for Leaving

May We Contact This Employer?  Yes  No If no, explain: \_\_\_\_\_

<b>2. Employer</b>	<u>Dates Employed</u> From / To	<u>Type of Work Performed</u>
Address	<u>Hourly Rate</u> Starting / Final	
Telephone Number	Job Title	Supervisor

Reason for Leaving

May We Contact This Employer?  Yes  No If no, explain:

<b>3. Employer</b>	<u>Dates Employed</u> From / To	<u>Type of Work Performed</u>
Address	<u>Hourly Rate</u> Starting / Final	
Telephone Number	Job Title	Supervisor

Reason for Leaving

May We Contact This Employer?  Yes  No If no, explain:

**List any other employers, and dates you worked for them, below:**

- 1.
- 2.
- 3.
- 4.

**References** *(Excluding Relatives)*

Name, Address, City, State, Zip	Area Code & Telephone Number	Years Known
1.		
2.		
3.		

How did you hear about job opportunities at The Duke Company?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Declaration and Certification

As an applicant for employment, I certify that the information on this application is accurate and subject to verification by American Rentals, LLC d/b/a The Duke Company. I understand that any misrepresentation or omission with respect to the facts or information reported on this application is grounds for refusing to hire me and for immediate discharge. I understand that this employment application and the other company documents that I receive from the Company are not contracts of employment, and that anyone who is hired is hired for an indefinite term and may voluntarily leave employment or be terminated by the Company at any time for any reason or for no reason, with or without prior notice.

I understand that any oral or written statements to the contrary are hereby expressly disavowed and should not be relied upon by a prospective or exiting employee. Employment is subject to reference checks, compliance with the immigration laws, criminal background checks, pre-employment drug screen, post-offer, pre-employment physical, and my ability to carry out the essential functions of the position for which I have applied. I understand this application will remain active for 60 days. If I have not heard from The Duke Company after 60 days and still wish to be considered for employment, I acknowledge that I will need to submit a new employment application.

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

Date: \_\_\_\_\_