

# BOYLE INVESTMENT COMPANY

## APPLICATION FOR EMPLOYMENT

### Personal Information

Name: \_\_\_\_\_  
Last First Middle

Primary Phone: \_\_\_\_\_ Secondary Phone: \_\_\_\_\_

Primary Email: \_\_\_\_\_ Secondary Email: \_\_\_\_\_

Present Address: \_\_\_\_\_  
Number Street City State Zip Code

Do you have the legal right to be employed in the United States? Yes  No   
(Proof of U.S. Citizenship or Immigration Status will be required upon employment)

Are you 18 years of age? Yes  No

Other than a minor traffic violation, have you been convicted of a criminal offense in the last 7 years?  
Yes  No

If yes, state the offense, location, date and disposition. \_\_\_\_\_

*\*A conviction record will not necessarily be a bar to employment. This information will be used only for job related purposes and only to the extent permitted by applicable law.*

### EMPLOYMENT DESIRED

How did you hear about the position at Boyle Investment Company? \_\_\_\_\_

Position applying for: \_\_\_\_\_ Salary Expectation: \$ \_\_\_\_\_

Are you available:  Full-Time  Part-Time? Please specify days and hours available: \_\_\_\_\_

Date Available to Start \_\_\_\_/\_\_\_\_/\_\_\_\_

Have you ever been employed by Boyle Investment Company? Yes  No

If yes, please indicate dates of employment and position \_\_\_\_\_

Are you willing to work overtime as necessary? Yes  No

Are you presently employed? Yes  No

## EDUCATION

NAME, ADDRESS & LOCATION	NUMBER OF YEARS COMPLETED	DID YOU GRADUATE	MAJOR FIELD OF STUDY
High School:		Yes <input type="checkbox"/> No <input type="checkbox"/>	
College/University:		Yes <input type="checkbox"/> No <input type="checkbox"/>	Degree Earned:
Other (Graduate/Trade/Vocational):		Yes <input type="checkbox"/> No <input type="checkbox"/>	Degree Earned:

List any certifications and licenses relevant to the position for which you are applying. \_\_\_\_\_

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List and describe any specialized training that you believe relevant to the position for which you are applying.

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List memberships in any professional, trade or civic associations and any offices held. (Exclude memberships which would reveal sex, race, religion, national origin, age, ancestry or any other protected status.)

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## WORK HISTORY

List names of employers in consecutive order with your **present or last employer first**. Account for all periods of time including military service and **any periods of unemployment**. If self-employed, list business name and provide customer/client references.

<b>NAME OF EMPLOYER:</b>	<b>YOUR JOB TITLE:</b>
<b>ADDRESS:</b>	<b>YOUR JOB DUTIES:</b>
<b>TELEPHONE NO. (Include Area Code)</b>	<b>YOUR PAY RATE (Annual or Hourly):</b>
<b>NATURE OF BUSINESS:</b>	<b>DATES EMPLOYED:</b> From: _____ To: _____
<b>SUPERVISOR'S NAME:</b>	<b>SUPERVISOR'S TITLE:</b>
<b>REASON FOR LEAVING:</b>	
<b>ARE YOU ELIGIBLE FOR REHIRE? Yes <input type="checkbox"/> No <input type="checkbox"/></b>	<b>MAY WE CONTACT FOR REFERENCE? Yes <input type="checkbox"/> No <input type="checkbox"/></b>
<b>NAME OF EMPLOYER:</b>	<b>YOUR JOB TITLE:</b>
<b>ADDRESS:</b>	<b>YOUR JOB DUTIES:</b>
<b>TELEPHONE NO. (Include Area Code)</b>	<b>YOUR PAY RATE (Annual or Hourly):</b>
<b>NATURE OF BUSINESS:</b>	<b>DATES EMPLOYED:</b> From: _____ To: _____
<b>SUPERVISOR'S NAME:</b>	<b>SUPERVISOR'S TITLE:</b>
<b>REASON FOR LEAVING:</b>	
<b>ARE YOU ELIGIBLE FOR REHIRE? Yes <input type="checkbox"/> No <input type="checkbox"/></b>	<b>MAY WE CONTACT FOR REFERENCE? Yes <input type="checkbox"/> No <input type="checkbox"/></b>
<b>NAME OF EMPLOYER:</b>	<b>YOUR JOB TITLE:</b>
<b>ADDRESS:</b>	<b>YOUR JOB DUTIES:</b>
<b>TELEPHONE NO. (Include Area Code)</b>	<b>YOUR PAY RATE (Annual or Hourly):</b>
<b>NATURE OF BUSINESS:</b>	<b>DATES EMPLOYED:</b> From: _____ To: _____
<b>SUPERVISOR'S NAME:</b>	<b>SUPERVISOR'S TITLE:</b>
<b>REASON FOR LEAVING:</b>	
<b>ARE YOU ELIGIBLE FOR REHIRE? Yes <input type="checkbox"/> No <input type="checkbox"/></b>	<b>MAY WE CONTACT FOR REFERENCE? Yes <input type="checkbox"/> No <input type="checkbox"/></b>

**WORK HISTORY (Continued)**

<b>NAME OF EMPLOYER:</b>	<b>YOUR JOB TITLE:</b>
<b>ADDRESS:</b>	<b>YOUR JOB DUTIES:</b>
<b>TELEPHONE NO. (Include Area Code)</b>	<b>YOUR PAY RATE (Annual or Hourly):</b>
<b>NATURE OF BUSINESS:</b>	<b>DATES EMPLOYED:</b> From: _____ To: _____
<b>SUPERVISOR'S NAME:</b>	<b>SUPERVISOR'S TITLE:</b>
<b>REASON FOR LEAVING:</b>	
<b>ARE YOU ELIGIBLE FOR REHIRE? Yes <input type="checkbox"/> No <input type="checkbox"/></b>	<b>MAY WE CONTACT FOR REFERENCE? Yes <input type="checkbox"/> No <input type="checkbox"/></b>

<b>NAME OF EMPLOYER:</b>	<b>YOUR JOB TITLE:</b>
<b>ADDRESS:</b>	<b>YOUR JOB DUTIES:</b>
<b>TELEPHONE NO. (Include Area Code)</b>	<b>YOUR PAY RATE (Annual or Hourly):</b>
<b>NATURE OF BUSINESS:</b>	<b>DATES EMPLOYED:</b> From: _____ To: _____
<b>SUPERVISOR'S NAME:</b>	<b>SUPERVISOR'S TITLE:</b>
<b>REASON FOR LEAVING:</b>	
<b>ARE YOU ELIGIBLE FOR REHIRE? Yes <input type="checkbox"/> No <input type="checkbox"/></b>	<b>MAY WE CONTACT FOR REFERENCE? Yes <input type="checkbox"/> No <input type="checkbox"/></b>

Have you ever been involuntarily terminated (laid off, fired, etc.)? Yes  No  If yes explain:

Please describe why you are interested in working for Boyle Investment Company and list those skills and abilities which you feel particularly qualify you for a position with us.

**PRE-EMPLOYMENT STATEMENT**

**Please read very carefully before signing below.**

**I understand and voluntarily agree that:**

- 1. The information that I have provided on this application is true and complete to the best of my knowledge. Any misrepresentation or omission of any fact in my application, resume, or any other materials, or during any interviews, can be justification for refusal of employment, or, if employed, termination from Boyle Investment Company.**
- 2. This application will be given every consideration, but our receipt of it does not imply that the applicant will be employed. Any offer of employment I may receive from Boyle Investment Company is contingent upon my successful completion of the total pre-employment screening process.**
- 3. In processing my application for employment, Boyle Investment Company may verify all the information provided by me.**
- 4. I understand that as a condition of employment, I will be required to undergo and successfully pass a screening for alcohol and/or drugs and a criminal background investigation. I also understand and agree that, if employed, I may be required to submit to screens for the illegal use of drugs and testing for alcohol.**
- 5. I authorize and request that all of my present and former employers furnish information about my employment record, including a statement of the reason for the termination of my employment, work performance, abilities, and other qualities pertinent to my qualifications for employment, and I hereby release them from any and all liability for damages arising from furnishing the requested information.**
- 6. In consideration of my employment should I become employed, I agree to comply with the policies, rules, regulations, and procedures of Boyle Investment Company. I understand that my employment is AT-WILL and can be terminated with or without cause or notice, at any time, at the option of either Boyle Investment Company or me. I further understand that no manager or representative of Boyle Investment Company, other than the Chief Operating Officer, has any authority to enter into any agreement with me for employment for any specified period of time or to make any agreement different from or contrary to any Boyle Investment Company policy. I further understand that any such agreement, if made, shall not be enforceable unless it is in writing and signed by me and the Chief Operating Officer.**

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SOCIAL SECURITY NUMBER

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**Boyle Investment Company is an equal opportunity employer and considers all qualified applicants for employment without regard to race, color, sex, religion, national origin, age, citizenship status, disability, or veteran status in accordance with federal, state and local laws. No question on this application is intended to secure information to be used in a discriminatory way.**