

RETURN APPLICATION TO:
Benedetto Guitars, Inc.
10 Mall Terrace
Suite A
Savannah, GA 31406

APPLICANT NAME: _____
POSITION APPLYING FOR: _____
DATE SUBMITTED: _____

Benedetto Guitars

Application for Employment

HR-002
March 1, 2011



All applicants are subject to satisfying a pre-employment drug and alcohol test, and a pre-employment physical examination as a condition of being considered for employment.

INSTRUCTIONS FOR THE APPLICANT: *This document must be accurately completed by the applicant him/herself. Read the entire application before starting, print legibly, and use ink. In all sections that do not apply, write "N/A" (not applicable) in that particular section. Incomplete applications will not be considered.*

RETENTION: *All applications will be retained in an active status for ninety (90) days from the date of submission. Applications, which result in permanent hire, will become permanent employment records. An applicant who is not employed within the ninety day retention period must reapply for employment as job openings occur.*

Acknowledgement

I understand that Benedetto Guitars requires information about me to evaluate my qualifications for employment and to conduct its business if I become an employee. I understand that false, incomplete, or misleading statements on this application shall be considered sufficient cause for denial of employment, or dismissal, if and when discovered. The use of this application does not indicate that there are any positions open and does not in any way obligate Benedetto Guitars.

In consideration of my potential employment, I agree to conform to all rules of Benedetto Guitar and pass a pre-employment or post-employment drug/alcohol test if required. I understand that if employed, both Benedetto Guitars and I have the right to terminate my employment at any time, with or without cause, and that Benedetto Guitars does not guarantee that any position will be continued for any length of time or that any job assignment of shift will be permanent. I understand no one other than the Chairman or President of Benedetto Guitars has authority to make any other agreement and that any such agreement must be in writing.

Applicant's Initials _____ Date _____

PERSONAL APPLICATION DATA

Name _____
 (Last) (First) (Middle)

Address Information:

Contact Information:
 Home: _____
 Cell: _____
 E-Mail: _____
 Other: _____

Social Security Number
 _____ - _____ - _____

Position applying for:

First Available Date:

Any restrictions in work schedule
 (Explain)

Are you eighteen (18) or older: yes no

Can you submit proof of right to work in the US? yes no

Have you ever applied to, or previously been employed by Benedetto Guitars: Yes No If yes, when, and why did you leave:

EDUCATION AND TRAINING

LEVEL	GRADE SCHOOL	HIGH SCHOOL	VOCATIONAL OR TECHNICAL	COLLEGE OR UNIVERSITY
NAME OF SCHOOL				
CITY, STATE				
HIGHEST GRADE COMPLETE	1 2 3 4 5 6 7 8	1 2 3 4	1 2 3	1 2 3 4
TYPE OF DEGREE OR CERTIFICATE		GRADES COMPLETED OR DIPLOMA	CERTIFICATE OR DIPLOMA	AA BA BS MA MS MBA

SPECIAL SKILLS, TRAINING COURSES, CONTINUING EDUCATION, OR AWARDS THAT FURTHER QUALIFY YOU FOR EMPLOYMENT (Example: Microsoft Excel & PowerPoint, ASQ Certified Lead Auditor Course, First Aid Certification, Acme Welding School, etc)

COURSE NAME OR AWARD	ISSUING INSTITUTION	LENGTH OF TRAINING OR DATE OF AWARD	TYPE OF CERTIFICATE

MILITARY SERVICE

Branch of Service _____ Date of Entry _____ Date of Discharge _____
 Rank/Pay Grade Upon entry: _____ Highest Attained: _____ Upon Discharge: _____
 Present Military Status (branch, unit, current rank, and duty title, if applicable) _____

EMPLOYMENT HISTORY

All applicants must complete a minimum of three (3) years of previous employment history. Please begin with your most current job. Use additional paper if required.

EMPLOYER	DATES OF EMPLOYMENT	JOB TITLE
Company Name:	Start: ____/____/____	
Supervisor Name:	End: ____/____/____	
Address:	REASON FOR LEAVING:	LAST PAY RATE:
City: State: Zip:		
Telephone:		

EMPLOYER	DATES OF EMPLOYMENT	JOB TITLE
Company Name:	Start: ____/____/____	
Supervisor Name:	End: ____/____/____	
Address:	REASON FOR LEAVING:	LAST PAY RATE:
City: State: Zip:		
Telephone:		

EMPLOYER	DATES OF EMPLOYMENT	JOB TITLE
Company Name:	Start: ____/____/____	
Supervisor Name:	End: ____/____/____	
Address:	REASON FOR LEAVING:	LAST PAY RATE:
City: State: Zip:		
Telephone:		

Benedetto Guitars reserves the right to contact previous employers. We will not contact **your current employer** without your permission. Please check the appropriate box below and initial.

You may contact my current employer. _____. Please do not contact my current employer. _____

If one or more of the above listed positions resulted in termination, please explain the circumstances (you must include safety violations, threatening or intimidating behavior, or disciplinary violations):

SAFETY INFORMATION

ALL APPLICANTS: List all **Traffic Convictions** or **License Forfeitures** for the past three (3) years (do not include parking violations).

CITY/STATE ISSUED	DATE	CHARGE	PENALTY

PRODUCTION FLOOR APPLICANTS: EQUIPMENT EXPERIENCE AND QUALIFICATION

EQUIPMENT CLASS/TYPE (CNC Machines, saws, lathes, mills, spray booths, etc.)	MODEL/SIZE	DATES OF OPERATION	Items Manufactures	Special training (equipment manufacturers maint. course, etc.)

PERSONAL REFERENCES

List the name, address, phone number and occupation or title of three (3) personal references (do not include former employers listed above or family members). Personal references must have known you for at least three years.

NAME OF REFERENCE	TITLE/ OCCUPATION	YEARS KNOWN	ADDRESS	TELEPHONE NUMBER

Please note any additional personal references that are currently employed by Benedetto Guitars with whom we may review this application:

Have you ever been convicted of a crime YES NO If yes, explain number of conviction(s), nature of offense(s) leading to conviction(s), how recently such conviction(s) was/were committed, sentence(s) imposed, and type(s) of rehabilitation.

Please note: a conviction does not necessarily disqualify an applicant from hire. Each case will be evaluated on its own merits based upon the employment requirements.

EMERGENCY NOTIFICATION: Please indicate the person you would like contacted in the event of accident or injury:

CONTACT	NAME	RELATIONSHIP	ADDRESS	TELEPHONE	CELL OR ALT NUMBER
PRIMARY					
ALTERNATE					

AUTHORIZATION TO RELEASE EMPLOYMENT REFERENCE INFORMATION AND CONDUCT A BACKGROUND

INVESTIGATION: I understand that Benedetto Guitars will attempt to verify statements made on this application and during any employment interviews. When contacted by Benedetto Guitars, I give permission to my former employers to answer any and all questions based upon information available to them in my prior employment records. I understand that it is possible that employment records furnished by a previous employer may be inaccurate. Nonetheless, in consideration of the review of this application, I release Benedetto Guitars and all former employers from any liability as a result of the furnishing and receiving of this reference information. I understand that my failure to sign this reference release to conduct a full background check of my previous work history will be regarded as a withdrawal of my application for employment. I understand that Benedetto Guitars may investigate my Motor Vehicle Record and criminal record and that an investigative consumer report may be prepared whereby information is obtained through personal interviews with my neighbors, friends, and others with whom I am acquainted. This inquiry includes information as to my character, general reputation, personal characteristics and mode of living. I understand that I have the right to make a written request within a reasonable period of time to receive additional information about the nature and scope of this investigative consumer report investigation. I authorize the procurement of a consumer report by Benedetto Guitars as part of a pre-employment background investigation. If hired, this authorization shall remain on file and serve as an ongoing authorization for Benedetto Guitars to procure consumer reports at any time during my employment period.

Signature of applicant: _____ Date: _____

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