



BRIGHT COOP, INC.

803 West Seale Street
Nacogdoches, Texas 75964
Phone 936-564-8378 • Fax 936-564-3281
e-mail: info@brightcoop.com

Date: _____

APPLICATION FOR EMPLOYMENT

Bright Coop Company is an equal employment opportunity employer and does not discriminate against applicants or employees because of race, color, religion, national origin, sex, age or disability.

PERSONAL INFORMATION

Name _____
Last First Middle

Present Address _____
Street City State Zip Code

Telephone Number _____ Cell Number _____ E-Mail _____

Are you 18 years of age or older? ☐ Yes ☐ No If not, indicate age _____

Are you legally entitled to work in the United States? ☐ Yes ☐ No

If employed, you will be required to provide documentation of citizenship and/or residence status.

EMPLOYMENT POSITION/SKILLS

Position Applied For	Date You Can Start	Salary Desired
----------------------	--------------------	----------------

Are you willing to work (check all that apply) ☐ Full-time? _____ ☐ Part-time? _____

Have you applied for employment with us before? ☐ Yes ☐ No If yes, indicate when _____

Have you been employed by us before: ☐ Yes ☐ No If yes, indicate when _____

Are you able to perform the functions of the job for which you are applying as described or demonstrated to you or as listed on the job description, if one has been provided to you, with or without any accommodations? ☐ Yes ☐ No

List any skills you have which may be particularly relevant for the position for which you have applied _____

(TO BE COMPLETED BY APPLICANTS FOR CLERICAL OR OFFICE POSITIONS ONLY).

Do you type? ☐ Yes ☐ No Words Per Minute _____ When were your typing skills last tested? _____

List the office machines, computer hardware, and types of software with which you are experienced

EDUCATION	Name & Location of School	Number of Years Attended	Did you graduate?	Subjects Studied and/or Degree(s) Received
Grammar School				
High School				
College				
Post-Graduate				
Trade, Business, or Correspondence School				

List any courses taken or degrees received which may be particularly relevant for the position for which you have applied.

REFERENCES List below three persons (not related to you, former employers, or former co-workers) whom you have known at least one year.

Name	Address	Telephone Number	Years Acquainted

MISCELLANEOUS

Have you ever been arrested or convicted of a crime (excluding minor traffic violations)? ☐ Yes ☐ No

If yes, provide complete details, including the date of conviction and incarceration, if any, and disposition, including any suspended sentences, fines, probation, deferred adjudication, or similar dispositions. Conviction of a crime is not an absolute bar to employment. All relevant circumstances, such as how long ago the conviction occurred and the crime involved, will be considered in relation to specific job requirements.

Have you ever served in the military? ☐ Yes ☐ No If so, indicate length of service, rank at discharge, and any relevant skills and training you acquired in the military that may be particularly relevant for the position for which you have applied.

Was your discharge ☐ honorable or ☐ dishonorable? If dishonorable, why? _____

Did a Bright Coop employee refer you to us? ☐ Yes ☐ No If yes, indicate who referred you.

If offered employment with us, will you agree to a medical examination and substance abuse testing prior to beginning employment? ☐ Yes ☐ No

FORMER EMPLOYERS (Start with most recent position and work back)

Employer _____ Address _____

Telephone Number _____ Employment Dates From _____ To _____

Job Title _____ Starting Salary _____ Ending Salary _____

Brief Description of Duties _____

Supervisor or Reference _____

Reason for leaving this position _____

Employer _____ Address _____

Telephone Number _____ Employment Dates From _____ To _____

Job Title _____ Starting Salary _____ Ending Salary _____

Brief Description of Duties _____

Supervisor or Reference _____

Reason for leaving this position _____

Employer _____ Address _____

Telephone Number _____ Employment Dates From _____ To _____

Job Title _____ Starting Salary _____ Ending Salary _____

Brief Description of Duties _____

Supervisor or Reference _____

Reason for leaving this position _____

APPLICANT STATEMENT

I certify that this application was completed by me, and that all entries on it and information in it provided by me are true and complete to the best of my knowledge. I acknowledge and agree that any misstatement, omission, falsification, or misrepresentation of fact in this application may disqualify me from further consideration for employment or, if not discovered until after I am hired, may result in disciplinary action up to and including termination of employment. I further acknowledge and agree that this application will expire 30 days after the date I sign it below.

To evaluate me for employment, I authorize Bright Coop, Inc. ("Company") to contact any or all of my previous employers, references, and educational institutions, and otherwise to fully investigate my suitability for employment, character, general reputation, personal characteristics, mode of living, work habits, skills and/or abilities, including contacting a credit bureau, credit agency, or other consumer reporting agency of its choice. I acknowledge that certain reports that the Company receives as a result of its investigation may be "consumer reports" or "investigative consumer reports" and that I may be entitled under federal law to make a written request to receive disclosure of the nature and scope of certain aspects of the Company's investigation. I acknowledge that the results of any such investigation may be disclosed to the Company's employees or agents involved in the employment decision, and I consent to such disclosure. In connection with and in consideration of the Company's consideration of my application for employment, I hereby release and acquit the Company and its employees and agents from any liability whatsoever, including for their own negligence for any damage that I may suffer or sustain by reason of its use of any such report or information.

I acknowledge and agree that this employment application is not a contract or a promise of employment for any period. If hired by the Company, my employment will not be for any specific term and may be terminated, either by me or by the Company, at any time, for any reason, and without advance notice. No employee of the Company, other than an officer of the Company, has the authority to enter into any agreement for employment for a specified period of time, or to make any statement contrary to the provisions outlined above.

I acknowledge and agree that any offer of employment will be conditioned on my satisfactory completion of a medical examination and substance abuse test. If employed, I agree to comply with all the rules, policies, and operating procedures that may be in effect at the time I am hired or may thereafter be adopted by the Company.

I acknowledge and agree that I have read this Applicant Statement and the Information to Applicants section in full and understand them.

Signature_____ Date_____

INFORMATION TO APPLICANTS

Bright Coop, Inc. ("Company") is an equal opportunity employer. Title VII of the Civil Rights Act of 1964 prohibits discriminations by employers against applicants or employees because of their race, color, religion, sex, or national origin. The Age Discrimination in Employment Act of 1967 prohibits employment discrimination against those applicants and employees who are at least 40 years of age. The Americans with Disabilities Act of 1990 prohibits employment discrimination by employers against qualified applicants or employees with disabilities because of disability. The Texas Commission on Human Rights Act prohibits discrimination by employers against applicants or employees because of race, color, religion, sex, national origin, age, or disability.

This application contains an authorization for the Company to fully investigate your suitability for employment and personal history by obtaining information from your previous employers and/or other knowledgeable persons as to their firsthand experiences with you, and also, when deemed necessary, by obtaining reports from credit bureaus, credit agencies, or other consumer reporting agencies. Under some circumstances, certain of such reports may be "consumer reports" or "investigative consumer reports" as to which, under the Fair Credit Reporting Act, you are entitled, upon your request in writing, to receive a complete and accurate disclosure of the nature and scope of the investigation requested by the Company.