Client ID # _____

APPLICATION FOR EMPLOYMENT

Equal Opportunity Employer: Our company does not discriminate on the basis of race, color, religion, sex, national origin, age, marital or veteran status, disability, or any other status protected under applicable law.

NAME AND ADDRESS

Application Date		
Last Name	First Name	Middle Initial
Street Address		
City	State	Zip Code
Home Phone Number ( )		Alternative Phone Number ( )
Emergency Contact	Phone Number	Relationship

POSITION DESIRED

Position applied for: ☐ Full Time ☐ Part Time — If part time, please list hours available:

Salary Expected: | Date Available:

Are you available to work whatever schedule is necessary to help us meet our Corporate objectives and our obligations to our clients? ☐ Yes ☐ No

If no, what shifts or days are you available?

PERSONAL INFORMATION

Are you presently employed? ☐ Yes ☐ No If yes, may we contact your present employer? ☐ Yes ☐ No

Do you have reliable transportation get to work each day? ☐ Yes ☐ No If no, please explain.

To your knowledge, have you ever been employed by this Company or a subsidiary? ☐ Yes ☐ No If yes, where?

When?	Position?	Reason for leaving?

Names and relationships of relatives or acquaintances employed by this Company:

Referral Source: ☐ Walk-In ☐ Advertisement ☐ Other (please specify): _____
☐ Job Service ☐ Employee Referral (if so, name of employee): _____

EDUCATION

THE FOLLOWING INFORMATION WILL BE USED ONLY TO THE EXTENT RELEVANT TO THE QUALIFICATIONS AND POSITION FOR WHICH YOU APPLY.

Circle the highest grade completed.

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 +

Do you have a high school diploma or GED? ☐ Yes ☐ No

Did you earn a degree from college? ☐ Yes ☐ No If yes, year awarded:

If yes, name of college: Degree:

Have you ever been convicted of, or pled guilty or "no contest" (nolo contendere) to, a misdemeanor or felony? (do not include minor traffic infractions for which you never appeared in court, offenses which were dismissed or discharged after completion of successful probation, and convictions or pleas which have been deemed sealed, annulled, or expunged by law)? ☐ Yes ☐ No

If Yes, give details concerning the type of crime, the date of the conviction or plea, the penalty imposed, and any other circumstances you deem relevant to a full understanding of what occurred (attach additional sheets if necessary).

NOTE: Answering "Yes" to this question is not an automatic bar to employment. Factors such as age at the time of the offense, seriousness, and nature of the violation, relatedness to the job sought, the amount of time which has passed since the event occurred, and evidence of rehabilitation will be taken into account. However, please be advised that a misstatement or omission in answering this question may be grounds for disciplinary action, including discharge.

Have you been arrested or charged with any misdemeanor or felony not disclosed above for which you are out on bail or free on your own recognizance pending disposition or trial (again, do not include minor traffic infractions for which no court appearance is necessary)? ☐ Yes ☐ No

If yes, give the date(s) and details of the arrest or charge and any other circumstances you deem relevant to a full understanding of what occurred (attach additional sheets if necessary).

NOTE: Answering "Yes" to this question is not an automatic bar to employment. We will consider whether the circumstances of the arrest or charge substantially relate to the circumstances of the particular job sought, and other considerations allowed by law. Again, please be advised that a misstatement or omission in answering this question may be grounds for disciplinary action, including discharge.

Have you ever been sued in a civil action with regard to the death of or personal injury or intentional damage to any person or to any property? ☐ Yes ☐ No

If yes, give details concerning the nature of the claims and defenses raised by the parties, the outcome of the action (e.g., settlement, jury verdict, or other disposition), and any other circumstances you deem relevant to a full understanding of what occurred (attach additional sheets if necessary).

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status? ☐ Yes ☐ No

Are you currently engaged in using illegal drugs? ☐ Yes ☐ No

WORK HISTORY

Have you ever been granted a military or government security clearance? ☐ Yes ☐ No If yes, level of clearance:

Do you have any special job skills or qualifications that may be relevant to the position for which you are applying? If so, please describe:

WORK HISTORY (CONT'D)

List all employment, including military, for the past seven (7) years beginning with your present or last job held.

If you need additional space, continue on a plain sheet of paper and attach it to this application.

From (mm/yy)	Employer:		
To (mm/yy)	Address:	City:	State: Zip Code:
Salary	Supervisor:		Phone: ( )
Job Title:	Reason for leaving:		
Job Duties:			

From (mm/yy)	Employer:		
To (mm/yy)	Address:	City:	State: Zip Code:
Salary	Supervisor:		Phone: ( )
Job Title:	Reason for leaving:		
Job Duties:			

From (mm/yy)	Employer:		
To (mm/yy)	Address:	City:	State: Zip Code:
Salary	Supervisor:		Phone: ( )
Job Title:	Reason for leaving:		
Job Duties:			

From (mm/yy)	Employer:		
To (mm/yy)	Address:	City:	State: Zip Code:
Salary	Supervisor:		Phone: ( )
Job Title:	Reason for leaving:		
Job Duties:			

Have you ever been dismissed or asked to resign from employment? ☐ Yes ☐ No

If yes, provide a brief explanation, including the name of the employer, approximate date, and any relevant circumstances:

REFERENCES

Please list the names, addresses, and phone numbers of five people who are not related to you and who are not former employers:

Name and Occupation	Address	Phone

UNDERSTANDINGS AND AGREEMENTS

I understand that any misrepresentation, falsification or omission of this application shall be sufficient reason for refusal to hire or, if discovered after employment has begun, dismissal of my employment. I hereby authorize investigation of all matters contained in this application and agree that if the results of such investigation are not satisfactory, any offer of employment may be withdrawn, or, if applicable, my employment may be terminated immediately. I agree to conform to and adhere to the rules and regulations governing my employment. Further, I understand and agree that this application and any other materials I may receive are not intended to be, nor shall be construed to be a contract of employment, and that my employment and compensation may terminate, with or without cause, and with or without notice, at any time, at the option of either myself or my employer.

In consideration of any offer of employment, I hereby acknowledge, understand and agree that the following will constitute terms and conditions of any such employment:

> Any losses or expenses incurred by my employer, its clientele, or other third parties as a result of my unauthorized actions shall be immediately reimbursed to my employer on terms that are satisfactory and acceptable to my employer. To the extent permitted by law, I agree and hereby authorize my employer to reduce my wages for any sums owing by me hereunder.

_____ _____

Signature of Applicant Date

Interviewer:	Hiring Supervisor:
Date:	Start Date:
Department:	Position:
Rate of Pay:	