



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 status, veteran status, disability, or any other status protected under applicable law.

NAME AND ADDRESS

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

POSITION DESIRED

Position applied for:	<input type="checkbox"/> Full Time	<input type="checkbox"/> 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?		
		<input type="checkbox"/> Yes <input type="checkbox"/> No
If no, what shifts or days are you available?		

PERSONAL INFORMATION

Are you presently employed?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes may we contact your present employer?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you have reliable transportation get to work each day? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, please explain.			
To your knowledge, have you ever been employed by this Company or a subsidiary? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, where?			
When?	Position?	Reason for leaving?	
Names and relationships of relatives or acquaintances employed by this Company:			
Referral Source: <input type="checkbox"/> Walk-In <input type="checkbox"/> Advertisement <input type="checkbox"/> Other (please specify): _____			
<input type="checkbox"/> Job Service <input type="checkbox"/> 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? <input type="checkbox"/> Yes <input type="checkbox"/> No																	
Did you earn a degree for college? <input type="checkbox"/> Yes <input type="checkbox"/> No																	
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 offence, 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 of 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 post 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: ()	
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Salary	Supervisor:	Phone: ()	
Job Title:		Reason For Leaving:	
Job Duties:			

Have you ever been dismissed or asked to resign from employment? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, provide a brief explanation, including the name of the employer, approximate date, and any relevant circumstances:	