

# APPLICATION FOR EMPLOYMENT

(Company)

<b>Position Desired</b>		<b>Status</b>	<input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time
<b>Referred by</b> (if applicable)		<b>Date Available to Work</b>	

## APPLICANT INFORMATION

Last Name		First Name		Middle	
Street Address		City, State, ZIP			
Best Number	(    )	E-Mail Address			

Have you ever applied to or worked for our Company, including any subsidiary or parent companies (if applicable)?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If <u>Yes</u> , please give dates of application or employment and position title:
For the purpose of verifying information on this application, have you ever worked or attended school under a different name at any of the organizations you have listed?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If <u>Yes</u> , please provide other names and explain:
Have you ever been separated from employment or asked to resign from any job?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If <u>Yes</u> , please explain the circumstances:
Are you bound by provisions of a non-compete, proprietary, or confidentiality agreement?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If <u>Yes</u> , for how long?
If provided with a conditional offer of employment, can you furnish proof that you are over 18 years of age?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Not applicable for the desired position

## EMPLOYMENT HISTORY

Please include your resume in connection with your application for employment. **By providing your resume, you are certifying that all information on your resume is true and accurate.** If you do not provide a resume that includes a detailed description of your employment history, please list the names of your present or previous employers in chronological order with present or last employer listed first. If self-employed, give the company name and supply business references.

### #1

Previous Employer Name:		City/State	
Phone Number		May we contact this employer?	<input type="checkbox"/> Yes <input type="checkbox"/> No <span style="float: right;">If <u>No</u>, please explain:</span>
Job Title or Position		Date Employment Began	Date Employment Ended
Job Responsibilities			

### #2

Previous Employer Name:		City/State	
Phone Number		May we contact this employer?	<input type="checkbox"/> Yes <input type="checkbox"/> No <span style="float: right;">If <u>No</u>, please explain:</span>
Job Title or Position		Date Employment Began	Date Employment Ended
Job Responsibilities			

<b>#3</b>				
Previous Employer Name:		City/State		
Phone Number		May we contact this employer?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If <u>No</u> , please explain:
Job Title or Position		Date Employment Began		Date Employment Ended
Job Responsibilities				

<b>EDUCATIONAL BACKGROUND</b>	
Please indicate your highest level of education completed <u>and</u> the name and city/state of the institution(s):	
Indicate any other relevant education, and/or training information:	

<b>PROFESSIONAL REFERENCES</b>			
Name		Company	
Title		City/State	
Telephone Number	(    )	E-mail Address	
Name		Company	
Title		City/State	
Telephone Number	(    )	E-mail Address	
Name		Company	
Title		City/State	
Telephone Number	(    )	E-mail Address	

<b>OTHER SKILLS</b>	
Please indicate any actual experience, special training, and qualifications you may have that you believe to be relevant to the position for which you are applying.	

THIS APPLICATION WILL BE CONSIDERED ACTIVE FOR THE PERIOD OF TIME FOR WHICH THE POSITION YOU APPLIED IS OPEN, OR A MAXIMUM OF 30 DAYS, WHICHEVER IS GREATER. IF YOU WISH TO BE CONSIDERED FOR EMPLOYMENT AFTER THAT TIME, YOU MUST REAPPLY. **I CERTIFY UNDER PENALTY OF PERJURY OF THE LAWS OF THIS STATE AND OF THE UNITED STATES THAT ALL OF THE INFORMATION I HAVE PROVIDED IS TRUE AND ACCURATE.**

X

**Signature of Applicant**
**Date**

## APPLICANT'S STATEMENT AND AGREEMENT

\_\_\_\_\_ ("Company") is committed to a policy of Equal Employment Opportunity and will not discriminate against an applicant or employee on the basis of age, ancestry, citizenship, color, mental or physical disability, gender, sexual orientation, transgender status, genetic information, military or veteran status, national origin, pregnancy, race, religion or religious creed (including religious dress or grooming practices), sex (including pregnancy, childbirth, breastfeeding, and related medical conditions), uniform service member status, or any other legally recognized protection basis under federal, state, or local laws.

Applicants with disabilities may be entitled to reasonable accommodation under the terms of the Americans with Disabilities Act and certain state or local laws. A reasonable accommodation is a change in the way things are normally done which will ensure an equal employment opportunity without imposing undue hardship on the Company. Please inform the Company's human resources representative if you need assistance completing any forms or to otherwise participate in the application process.

### CONDITIONS OF HIRE:

**Authorization for Pre-Employment Screening:** I understand that the Company may contact my previous employers and I authorize those employers to disclose to the Company all records and information pertinent to my employment with them. In addition, I hereby waive any rights or claims I have or may have against my former employers, their agents, employees, and representatives, as well as other individuals who release information to the Company, and release them from any and all liability, claims, or damages that may directly or indirectly result from the use, disclosure, or release of any such information by any person or party, whether such information is favorable or unfavorable to me. I authorize the persons named herein as professional references to provide the Company with any pertinent information they may have regarding me.

I understand that the Company may require me to submit to a criminal background check, including a test for the presence of alcohol or drugs in my system prior to employment, to the extent permitted by law. I also understand that any offer of employment may be contingent on passing of a physical examination performed by an approved provider selected by the Company. I consent to the disclosure of the results of any physical examination and related tests to the Company. I also understand that I may be required to take other tests, such as assessment tests, prior to my employment to the extent permitted by law. I understand that should I decline to sign this consent or decline to take any of the above tests, my application for employment may be rejected.

**Statement of Full Disclosure:** I hereby state that all the information I provided, or any other documents completed in connection with my employment, and in any interview, is true and correct. I have withheld nothing that would, if disclosed, affect this application unfavorably. I understand that if I am employed by the Company and any information provided to the Company is found to be false or incomplete, the Company may take further action. I understand if selected for hire, it will be necessary for me to provide satisfactory evidence of my identity and legal authority to work in the United States, including completion of Form I-9.

**At-Will Employment:** I agree that, if hired, my employment is terminable at-will, is for no specific duration, and my employment may be terminated by either the Company or me at any time, with or without cause or notice. It is further agreed and understood that if I am hired, my employment at-will status may only be changed in a written document signed by the President/CEO of the Company or their authorized representative.

**Nepotism Policy:** Relatives, roommates, and romantic relations of current employees of the Company may not work in a direct reporting relationship with such current employees, excluding relatives of persons with an ownership interest in the Company. If I receive a conditional offer of employment, I may be asked to identify any relative, roommate, or romantic relation who is a current employee of the Company. "Relative" includes any person who is related by blood or marriage, or whose relationship with me is similar to that of people who are related by blood or marriage; "roommate" includes any person who resides with me, regardless of affiliation; and "romantic relation" includes any person who is engaged in a relationship of a romantic nature with me.

**PRIVACY NOTICE TO CALIFORNIA RESIDENTS:** Pursuant to the California Consumer Privacy Act, as amended, the Company is notifying you that by applying for a position, you are providing the Company the following categories of personal information that we may use to evaluate your candidacy for employment, communicate with you regarding your candidacy, and obtain and verify background checks and references: Personal Identifiers (e.g., name, SSN); Contact Information (e.g., mailing address, email, phone number), Employment History (e.g., current and former positions held, work experience, and certifications or licenses), and Education History (e.g., education institutions attended and certificates or degrees earned). *By signing below, I acknowledge and confirm that I have received and read and understand this privacy notice, and I authorize and consent to the Company's use of the personal information it collects, receives, or maintains for the business purposes identified above.*

**I HEREBY ACKNOWLEDGE THAT I HAVE READ, UNDERSTAND, AND AGREE TO BE LEGALLY BOUND TO THE ABOVE TERMS.**

X

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Signature of Applicant

Date