

APPLICATION FOR EMPLOYMENT

All applicants are considered for all positions without regard to race, religion, color, sex, gender, sexual orientation, pregnancy, age, national origin, ancestry, physical or mental disability, obesity, medical condition, military or veteran status, genetic information, marital status, ethnicity, or any other protected classification, in accordance with applicable federal, state, and local laws. By completing this application, you are seeking to join a team of hardworking professionals dedicated to consistently delivering outstanding products and service to our customers and contributing to the financial success of the company, its clients, and its employees. Equal access to programs, services, and employment is available to all qualified persons. Those applicants requiring accommodation to complete the application and/or interview process should contact HR or a management representative.

(PLEASE PRINT)

Position(s) applied for: _____ Date of application: _____

 Last Name First Name Middle Name

 Address City State Zip Code

 E-mail Address Nickname

 Telephone Number(s)

EMPLOYMENT EXPERIENCE

Please list the names of your present or previous employers in chronological order with present or last employer listed first. Be sure to account for all periods of time including military service and any period of unemployment. If self-employed, give firm name and supply business references. [Add additional page if necessary]

Name and Address of Employer	Dates Employed		Supervisor and Telephone Number	Job Title and Duties	Reason for Leaving
	From Month/Year	From Month/Year			
	Pay Rate				
			May we contact? <input type="radio"/> Yes <input type="radio"/> No		
Name and Address of Employer	Dates Employed		Supervisor and Telephone Number	Job Title and Duties	Reason for Leaving
From Month/Year	From Month/Year				
Pay Rate					
			May we contact? <input type="radio"/> Yes <input type="radio"/> No		
Name and Address of Employer	Dates Employed		Supervisor and Telephone Number	Job Title and Duties	Reason for Leaving
From Month/Year	From Month/Year				
Pay Rate					
			May we contact? <input type="radio"/> Yes <input type="radio"/> No		
Name and Address of Employer	Dates Employed		Supervisor and Telephone Number	Job Title and Duties	Reason for Leaving
From Month/Year	From Month/Year				
Pay Rate					
			May we contact? <input type="radio"/> Yes <input type="radio"/> No		

1.	Have you ever been involuntarily terminated or asked to resign from any job? If yes, please explain: _____
2.	Please explain any gaps in your employment history: _____
3.	Please list any other experience, job-related skills, additional languages, or other qualifications that you believe should be considered in evaluating your qualifications for employment: _____

EDUCATION

Please describe your educational background in the table provided below.

School Name	Years Completed	Diploma/Degree (Yes or No)	Describe Course of Study or Major	Describe Specialized Training, Experience, Skills and Extra-Curricular Activities
High School:				
College/University:				
Graduate/Professional:				
Trade or Correspondence:				
Other:				

BUSINESS/PROFESSIONAL REFERENCES

Please list three professional references of individuals who are **not** related to you.

Name & Title	Business Relationship	Telephone Number or Email

GENERAL INFORMATION

4.	Have you ever used another name? If yes, list other name(s) here: _____	<input type="checkbox"/> Yes <input type="checkbox"/> No
5.	Have you ever worked for this company before? If yes, please give dates and position: _____	<input type="checkbox"/> Yes <input type="checkbox"/> No
6.	Do you have friends and/or relatives working for this company? If yes, name(s) and relationship(s): _____	<input type="checkbox"/> Yes <input type="checkbox"/> No

7. On what date are you available to begin work?	____/____/____
8. Minimum salary required?	\$_____ per <input type="checkbox"/> Hr <input type="checkbox"/> Yr
9. If hired, would you have a reliable means of transportation to and from work?	<input type="checkbox"/> Yes <input type="checkbox"/> No
10. Are you at least 18 years old? Note: If under 18, hire is subject to verification that you are of minimum legal age.	<input type="checkbox"/> Yes <input type="checkbox"/> No
11. If hired, can you present evidence of your identity and legal right to live and work in this country?	<input type="checkbox"/> Yes <input type="checkbox"/> No
12. Are you able to perform the essential job functions of the job for which you are applying with or without reasonable accommodation? Note: We comply with the ADA and consider reasonable accommodation measures that may be necessary for qualified applicants/employees to perform essential job functions.	<input type="checkbox"/> Yes <input type="checkbox"/> No
13. Have you ever pled guilty or "no contest" to, or been convicted of, a misdemeanor or felony? If yes, please give the date(s) and details: _____ _____	<input type="checkbox"/> Yes <input type="checkbox"/> No

This application for employment shall be considered active for a period of time not to exceed 45 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

APPLICANT STATEMENT AND AGREEMENT

Please read and initial each paragraph below. If there is anything that you do not understand, please ask.

_____ I hereby authorize the Company to thoroughly investigate my references, work record, education and other matters related to my suitability for employment and, further, authorize the prior employers and references I have listed to disclose to the Company any and all letters, reports and other information related to my work records, without giving me prior notice of such disclosure. In addition, I hereby release the Company, my former employers and all other persons, corporations, partnerships and associations from any and all claims, demands or liabilities arising out of or in any way related to such investigation or disclosure.

_____ In the event of my employment with the Company, I understand that I am required to comply with all rules and regulations of the Company. I understand that the Company reserves the right to require me to submit to a test for the presence of drugs or alcohol in my system prior to employment and at any time during my employment, to the extent permitted by law. I voluntarily submit to the drug and/or alcohol screening and understand that the presence of drugs or alcohol in my system may disqualify me from further consideration of employment with this company, or may result in termination of my employment with the company.

_____ I understand that any offer of employment may be contingent upon the passing of a physical examination and/or drug screening. I consent to the disclosure of the results of the physical examination and related tests to the Company. I understand that should I decline to sign this consent or take any of the above tests, my application for employment may be rejected.

_____ If hired, I understand and agree that my employment with the Company is at-will, and that neither I, nor the Company is committed to continuing the employment relationship for any specific term. I further understand that the Company or I may terminate the employment relationship at any time, with or without cause, and with or without notice. I understand that the at-will status of my employment cannot be amended, modified, or altered in any way by any oral modifications. I also understand that the Company and its client are co-employers and that, if hired, I will be co-employed by both companies and the companies shall share employment responsibilities.

_____ I understand that safety of employees is extremely important to the Company and that the Company is committed to ensuring a safe working environment. I understand that I, and every employee, have a responsibility to prevent accidents and injuries by observing all safety procedures and guidelines and following the directions of my site supervisor. I understand and agree to comply with federal, state, and local regulations related to on-the-job safety and health. I understand and agree to adhere to safety practices while performing my job.

_____ I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment and that the answers given by me are true and correct to the best of my knowledge. I further certify that I, the undersigned applicant, have personally completed this application. I understand that any omission or misstatement of material fact on this application or on any document used to secure employment shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery.

_____ I understand that if I am 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, and federal immigration laws require me to complete an I-9 Form in this regard.

_____ I understand that if any term, provision, or portion of this Agreement is declared void or unenforceable, it shall be severed and the remainder of this Agreement shall be enforceable.

MY SIGNATURE BELOW ATTESTS TO THE FACT THAT I HAVE READ, UNDERSTAND, AND AGREE TO BE LEGALLY BOUND TO ALL OF THE ABOVE TERMS.

Signature: _____

Date: _____

Printed Name: _____

City/State: _____

BACKGROUND CHECK AUTHORIZATION

The following information is required by law enforcement agencies and other entities for identification purposes when checking records. It is confidential and will not be used for any other purpose.

Full Legal Name: _____ Social Security #: _____

Other Names You Have Used: _____ Male Female

Driver's License #: _____ Issuing State: _____ Date of Birth (MM/DD/YY): _____

Address History	City	State	Zip	County	From/To

DISCLOSURE

The Company will procure a consumer report and/or investigative consumer report on you in connection with your application. A consumer-reporting agency will obtain the report for the Company. The report may contain information bearing on your character, general reputation, personal characteristics, mode of living and credit standing. The types of information that may be obtained include but are not limited to: credit reports, social security number verification, criminal records checks, public court records checks, driving records checks, educational records checks, verification of employment positions held, personal and professional references checks, licensing and certification checks, etc. The information contained in the report will be obtained from private and/or public record sources, including sources identified by you or through interviews or correspondence with your past or present co-workers, neighbors, friends, associates, current or former employers, educational institutions or other acquaintances. The nature and scope of any investigative consumer reports that may be requested is explained above. You are nonetheless entitled to request more information about the nature and scope of such reports by submitting a written request to the Compliance Department of the consumer reporting agency.

The Company is furnishing you with a summary of your rights under the Fair Credit Reporting Act in a form prescribed by the Federal Trade Commission. California Residents or Employees: You may view the file maintained on you by the consumer reporting agency. You may also obtain a copy of this file upon submitting proper identification and paying the costs of duplication services, by appearing at the consumer reporting agency office in person, during normal business hours and on reasonable notice, or by mail; you may also receive a summary of the file by telephone. The consumer reporting agency has trained personnel available to explain your file to you, including any coded information. If you appear in person, you may be accompanied by one other person, provided that person furnishes proper identification.

AUTHORIZATION

I have carefully read and understand the Background Check Authorization form. By my signature below, I consent to the release of consumer reports and investigative consumer reports prepared by a consumer reporting agency to the Company. I understand that if the Company hires me, my consent will apply throughout my employment unless I revoke or cancel it by sending a signed letter to the Compliance Department of the consumer reporting agency.

I understand that, to the extent allowed by law, information contained in my job application or otherwise disclosed by me before, during or after my employment, if any, may be utilized for the purposes of obtaining consumer reports or investigative consumer reports.

By my signature below, I also authorize the disclosure of information concerning my employment history, earnings history, education, credit history, credit capacity and credit standing, motor vehicle history and standing, criminal history, and all other information deemed pertinent by the consumer reporting agency to the agency by the following: past or present employers; learning institutions, including colleges and universities; law enforcement agencies; federal, state and local courts; the military; credit bureaus; and motor vehicle records agencies.

Signature of Applicant _____ Date _____

For contact information for the consumer reporting agency used for any background checks applicable to your application, please contact the Company.

This section is to be completed by management.

Company Name: _____ Position Applied For: _____

Will driving be required? Yes No Will cash be handled? Yes No

Please select item(s) requested:

Standard Background Check (Includes SSN, County Criminal and Federal Criminal Search)

Additional Reports Requested: [] Civil Search [] Credit [] Education [] Licenses and Credentials [] References [] Other _____

Authorized Signature _____ Date _____