

Date _____

EMPLOYMENT APPLICATION

WE ARE AN EQUAL OPPORTUNITY EMPLOYER. Applicants and employees are considered for positions and are evaluated without regard to mental or physical disability, race, color, religion, gender, national origin, age, genetic information, military or veteran status, sexual orientation, marital status or any other protected Federal, State/Province or Local status unrelated to the performance of the work involved.

Please answer all questions completely. Please do not provide any information not specifically requested on this Employment Application form.

PERSONAL

Last Name		First Name		Middle	
Address (Number & Street, Apartment or Box No.)			City	State/Province	Country
Home Phone		Work Phone	Cell/Mobile Phone	Other Phone	
E-mail Address					
Desired Type of Employment <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Temporary		Are you eligible to work in the U.S.? <input type="checkbox"/> Yes <input type="checkbox"/> No		Are you age 18 or over? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Willing to Relocate? <input type="checkbox"/> Yes <input type="checkbox"/> No					
Date Available to Start			How did you hear about us?		
Have you ever been previously employed here? <input type="checkbox"/> Yes <input type="checkbox"/> No		If yes, list dates employed: From: To:		Desired Salary	
Do you have any relatives employed by this organization? <input type="checkbox"/> Yes <input type="checkbox"/> No			If yes, give name and title:		
Will you now, or in the future, require sponsorship for employment visa status (e.g. H-1B visa status)? <input type="checkbox"/> Yes <input type="checkbox"/> No					

EDUCATION

School/Institution (City, State/Province, Country)	Did you Graduate?	Major/Area of Study	GPA	Degree
1. High School	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Currently Enrolled			
2. College/University	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Currently Enrolled			
3. Graduate School	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Currently Enrolled			
4. Business/Trade School	<input type="checkbox"/> Yes <input type="checkbox"/> No			

	<input type="checkbox"/> Currently Enrolled			
5. Other	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Currently Enrolled			

WORK EXPERIENCE

Begin with present or most recent employer and list prior employers					
May we contact your present employer? <input type="checkbox"/> Yes <input type="checkbox"/> No					
1. Name of Employer		Address		City	State/Province Country Zip Code
Dates Employed From: To:		Salary Start: End:		<input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Temporary	Your Job Title
Phone		Supervisor's Name			Supervisor's Title
Describe Major Duties				Reason For Leaving	
2. Name of Employer		Address		City	State/Province Country Zip Code
Dates Employed From: To:		Salary Start: End:		<input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Temporary	Your Job Title
Phone		Supervisor's Name			Supervisor's Title
Describe Major Duties				Reason For Leaving	
3. Name of Employer		Address		City	State/Province Country Zip Code
Dates Employed From: To:		Salary Start: End:		<input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Temporary	Your Job Title
Phone		Supervisor's Name			Supervisor's Title
Describe Major Duties				Reason For Leaving	
4. Name of Employer		Address		City	State/Province Country Zip Code
Dates Employed From: To:		Salary Start: End:		<input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Temporary	Your Job Title
Phone		Supervisor's Name			Supervisor's Title

Describe Major Duties	Reason For Leaving
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SUMMARY

In a brief statement, **in your own words**, please describe why you are an ideal candidate for this position.

MILITARY SERVICE

Branch	Start Date	End Date	Highest Rank Attained	Duties

REFERENCES

Name	Current Company	Relationship	Phone	E-mail

APPLICANTS: THIS SECTION MUST BE READ BEFORE YOU ANSWER THE NEXT QUESTION.

Criminal Background - State Specific Notices

California Applicants: Do not identify convictions under California Health & Safety Code §§11357(b) or (c), 11360(b) (formerly subdivision (c) of section 11360), 11364, 11365, or 11550, related to marijuana offenses that occurred two (2) or more years before the date of this application. Also, do not identify any conviction for which the record has been judicially ordered sealed, expunged or statutorily eradicated, any misdemeanor conviction for which probation has been successfully completed or otherwise discharged and the case has been judicially dismissed, or any referral to or participation in a pre-trial or post-trial diversion program.

Connecticut Applicants: Applicants for employment are not required to disclose the existence of any arrest, criminal charge, or conviction for which the records have been erased in accordance with the provisions of Connecticut State Law. Records subject to erasure are records pertaining to a finding of delinquency or that a child was a member of a family with service needs, an adjudication as a youthful offender, a criminal charge that has been dismissed or nulled (not prosecuted), a criminal charge for which a person has been found guilty, or a conviction for which a person received an absolute pardon. Any person whose criminal records have been erased in accordance with the provisions of Connecticut State Law shall be deemed to have never been arrested within the meaning of Connecticut General Statutes and may so swear by oath.

District of Columbia: Do not identify convictions or arrest records that occurred more than ten (10) years before the date of this application

Georgia Applicants: Do not identify records of crimes for which you were a "first offender" and were exonerated and discharged without a court adjudication of guilt.

Hawaii Applicants: You are NOT required to respond to questions about your conviction records until after the Company has made you a conditional offer of employment. At that time, the Company may—and will—inquire about and consider your conviction records in accordance with Hawaii state law.

Kentucky Applicants: Do not identify misdemeanor convictions more than five (5) years old as of the date of this application.

Maryland Applicants: UNDER MARYLAND LAW, AN EMPLOYER MAY NOT REQUIRE OR DEMAND, AS A CONDITION OF EMPLOYMENT, PROSPECTIVE EMPLOYMENT, OR CONTINUED EMPLOYMENT, THAT AN INDIVIDUAL SUBMIT TO OR TAKE A LIE DETECTOR OR SIMILAR TEST. AN EMPLOYER WHO VIOLATES THIS LAW IS GUILTY OF A MISDEMEANOR AND SUBJECT TO A FINE NOT EXCEEDING \$100.

Massachusetts Applicants: You are NOT required to provide information regarding your conviction records until the interview stage of the hiring process. At that time, the Company may—and will—inquire about and consider your conviction records in accordance with Massachusetts state law. By law, this inquiry cannot include:

- First conviction for any of the following misdemeanors: drunkenness, simple assault, speeding, minor traffic violations, affray, or disturbance of the peace;
- Conviction of a misdemeanor where the date of such conviction or the completion of any period of incarceration resulting therefrom, whichever date is later, occurred five (5) or more years prior to the date of such application for employment or such request for information, unless such person has been convicted of any offense within five (5) years immediately preceding the date of such application for employment or such request for information; or
- Sealed records or juvenile offenses

An applicant for employment with a sealed record on file with the commissioner of probation may answer 'no record' with respect to an inquiry herein relative to prior arrests, criminal court appearances or convictions. An applicant for employment with a sealed record on file with the commissioner of probation may answer 'no record' to an inquiry herein relative to prior arrests or criminal court appearances. In addition, any applicant for employment may answer 'no record' with respect to any inquiry relative to prior arrests, court appearances and adjudications in all cases of delinquency or as a child in need of services which did not result in a complaint transferred to the superior court for criminal prosecution.

It is unlawful in Massachusetts to require or administer a lie detector test as a condition of employment or continued employment. An employer who violates this law shall be subject to criminal penalties and civil liabilities.

Ohio Applicants: Convictions for certain minor misdemeanor marijuana violations do not constitute a criminal record and need not be reported in response to employer inquiries. Please consult Ohio Rev. Code § 2925.04 to see if this provision applies to you before responding.

Philadelphia, PA Applicants: The Fair Criminal Record Screening Standards Ordinance prohibits an employer from making any inquiry or requiring any person to disclose or reveal any criminal convictions during the application process, which begins when the applicant inquires about the employment being sought and ends when an employer has accepted an employment application. An employer may not make any inquiries regarding or require any person to disclose or reveal any criminal convictions before and during the first interview. If an employer does not conduct an interview, the employer is prohibited from making any inquiries or gathering any information regarding the applicant's criminal convictions. If the applicant voluntarily discloses any information regarding his or her criminal convictions at the interview, the employer may discuss the criminal conviction disclosed by the applicant. (9 Phil Code § 9-3500, et seq.)

Have you ever been convicted of, pleaded guilty or nolo contendere to, or otherwise been found guilty of a misdemeanor or felony offense? (Do not include convictions that have been sealed, erased, statutorily eradicated, expunged or annulled by a court or by a youthful offender adjudication or convictions that resulted in a referral to and participation in a diversion program. **Your conviction records will not automatically eliminate you from consideration for employment.**)

Yes No

If you answered "Yes," to the previous question, please explain.

PRE-EMPLOYMENT STATEMENT (Please read before signing)

I understand that the organization will rely, in part, on the information I provide in this Employment Application in considering whether to hire me. I understand that it is important that I provide complete and accurate information and certify that I have done so. If the organization discovers at any time that I failed to completely and honestly provide any information requested of me in this Employment Application or during the interview process, I understand that my application will no longer be considered or, if I am working for the organization, that I will be subject to disciplinary action, up to and including termination of employment.

The organization is committed to compliance with the provisions of this nation's immigration laws regarding verification of employment eligibility. Any offer of employment will be contingent upon your ability to provide legally sufficient documentation showing your eligibility to be employed by this organization. Applicants or employees that present fraudulent documents for employment verification purposes will be terminated.

I authorize the organization to contact anyone that it deems appropriate to verify the information I have provided or to further investigate my background, past performance and suitability for employment. I consent to being discussed by any person contacted by the organization and waive all rights to bring any action for defamation, invasion of privacy or any similar claim against anyone that provides information to the organization with a good faith belief that the information provided is true. I understand that the organization may choose to obtain background information about me from a consumer reporting agency. Before requesting a report from a consumer reporting agency, the organization will ask for my authorization. I understand that if I refuse to provide such authorization, my application for employment will not be considered.

I understand that this Employment Application is not an offer of employment. I understand that nothing contained in this Employment Application creates a contract between the organization and me for employment or any other benefit. No promises regarding employment have been made and I understand that no such promise or guarantee is binding upon the organization.

I understand that if I am hired, I will be an employee "at will," meaning I am not hired for any definite length of time and either I or the organization can terminate my employment at any time for any or no reason.

If employed, I understand and agree that the organization retains the sole right in its business judgment to modify, suspend, interpret, or cancel, in whole or in part, at any time, with or without any notice, any published or unpublished policy, practice, procedure, process, or benefit.

If employed, I understand that I may be required to comply with Federal, State/Province, or Local Data Privacy and other applicable regulations. I understand and agree to comply with such laws.

If employed, I understand that as a condition of employment that I may be required to agree to and sign the organization's confidentiality, non-compete, and/or other similar agreements. I also agree to notify the organization during the pre-employment process of any confidentiality, non-compete, and/or other similar agreements that I may have already signed with current and/or former employers, or other potential conflict.

I understand that the technical processing and transmission of the application, including my personal information, may involve (a) transmissions over various networks, including the transfer of this information to the United States and/or other countries for storage, processing and use by , its affiliates, and their agents; and (b) changes to conform and adapt to technical requirements of connecting networks or devices. Accordingly, I agree to permit such parties to make such transmissions and changes, and hereby provide the necessary consent for the same.

Signature of Applicant

Date

**CLICK HERE
TO SUBMIT**

**CLICK HERE
TO RESET**