

Employment Application

Personal Information

Last Name	First Name	Middle Initial	Date of Birth
Other names by which you have been known (for date verification and reference checking purposes)		Social Security Number	
Cell Phone	Home Phone	Current Email Address	
Permanent Address	City	State	Zip
Previous Address (If at current address less than 5 years)		Driver's License Number/State	

If you are not a citizen of the United States, are you eligible to work in the U.S. and would you be able to provide the necessary documents of proof of the legal right to work upon hire? Yes No

Are you under 18? Yes No If you are under 18 and still in high school, you may be required to provide a work permit upon hire.

Have you ever been convicted of a felony? Yes No

If yes, give date, place, offense, and outcome (Previous convictions do not necessarily disqualify an applicant from employment.)

Are you now or have you ever been on the Office of Inspector General's (OIG) exclusion list?

How were you referred to our company?

Have you ever been employed by or contracted by this company? Yes No Full-time

Contractor If so, when? through

What position did you hold? Manager

Employment Interest

Position Desired	Salary Desired	Date Available

Have you interviewed for another position with this Company Yes No If so, when?

Education and Training

Indicate last level completed: High School College Graduate School

High School, Technical School, and College	City, State	Major	Degree	Yr. of Degree

Additional education, vocational, professional, military, or other information you feel may be helpful to us in considering your application.

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Employment History

Please list most recent employer first.

Company Name		Street Address	
City	State	Zip Code	May we contact employer? Yes No
Start Job Title		Final Job Title	
Supervisor's Name and Title		Phone	
Job Duties		Dates of Employment	
Reason for Leaving:			

Company Name		Street Address	
City	State	Zip Code	May we contact employer? Yes No
Start Job Title		Final Job Title	
Supervisor's Name and Title		Phone	
Job Duties		Dates of Employment	
Reason for Leaving:			

Company Name		Street Address	
City	State	Zip Code	May we contact employer? Yes No
Start Job Title		Final Job Title	
Supervisor's Name and Title		Phone	
Job Duties		Dates of Employment	
Reason for Leaving:			

Business Reference Data

Please list at least one present or former manager.

Name	Email Address	Phone	Business Relationship

Read Carefully and Sign

I certify that the information contained in this application is correct to the best of my knowledge, and I understand that any misstatement or omission of information is grounds for ending the hiring process or dismissal. I authorize verification of information provided on this application; and authorize the references listed above to give you all pertinent information concerning my previous employment; and release all parties from all liability for any damage that may result from furnishing same to the prospective employer. In consideration of my employment, I agree to conform to the rules and regulations of my Employer. I further agree that either I or the Company may terminate my employment with or without cause and with or without prior notice, at any time. Finally, I understand that no representative of the Company other than an Executive Office has the authority to enter into any agreement for employment for any specified period of time, or to otherwise alter the foregoing.

Signature

Date

Disclosure and Authorization for Background Investigation

I understand that in connection with my application for employment (including contracts for service), the Prospective Employer may use an outside agency to research and verify information I have provided. I hereby authorize the Prospective Employer and/or entity directed by the Prospective Employer prior to or at any time after my employment commences to obtain a consumer report for employment purposes. I understand this consumer report may include inquiries regarding my work history, court records, including criminal conviction record, as permitted by law; driving history; credit report; verifications of Social Security number; and references obtained from professional and personal associates.

I hereby authorize all previous employers, educational institutions, consumer reporting agencies and other persons or entities having information about me to provide such information to the Prospective Employer or other entities that obtains information for the Prospective Employer, its employees, officers, directors, agents, successors and assigns, and all other parties involved in the investigation, from any claim or action for any liability whatsoever related to the process or results of the background/reference investigation.

I understand results of my background check maybe used in determining whether to make me an offer of employment and other employment decisions, and that the Disclosure authorization is not an offer for employment by the Prospective Employer or a contract with the Prospective Employer. I further understand that no representative of the Prospective Employer other than an Executive Officer, has the authority to enter into any agreement for employment for any specified period of time, or to otherwise alter the Prospective Employer's At-Will Employment Policy.

Signature: _____ Date: _____

Printed Name: _____