



IMPORTANT NOTICE TO APPLICANTS

This company seeks to hire only those employees who are honest and have high ethical standards.

As you take part in our recruiting process, please be advised of the following:

- This employer conducts a background investigation on each person hired. The information obtained in the background investigation will include a minimum of:
 - Educational achievements (and special licenses)
 - Credit report
 - Felony records
 - Driving records
 - Employment verifications (dates, positions held, reason for leaving)
- If your background investigation reveals that you have intentionally misrepresented information on your employment application or resume, your employment with this company will be terminated.
- If you intend to provide us false information on your application or resume, please withdraw from our recruiting process now. This will save each of us a great deal of time, effort, and possible embarrassment.

NOTICE TO APPLICANT

To be considered for employment, the applicant must complete the attached employment application in its entirety. No section of this application is to be left blank. If any section of the application does not apply, you may indicate **None** or **Not Applicable** in that section. A resume may be attached to the application, but making reference on the application such as "see resume" is not acceptable and will eliminate further consideration of the applicant for employment.

An applicant who is offered employment will be hired on a **temporary** basis for an indefinite period of time during which the **Company** will conduct a **background investigation** of the applicant. This investigation may include credit records, driving records, legal records, and any records with law enforcement agencies, as well as verification of the applicant's education and previous employment. Inquiries may also be made which will provide information concerning the applicant's character, general reputation, and mode of living.

The **Company** reserves sole discretion in all employment decisions and after thorough review of the background investigation, the **Company** will either:

1. make the applicant an offer of regular employment, or
2. continue the applicant's employment on a temporary basis, or
3. terminate the applicant's temporary employment.

APPLICANT STATEMENT

I am completing the following employment application in its entirety and am submitting it for consideration of future employment.

I understand that, if I am offered employment, my employment will be on a "temporary" basis for an indefinite period of time during which the Company will conduct an investigation of my personal background.

I further understand that, after a review of the background information, the Company will either make an offer for regular employment, continue my employment on a temporary basis, or terminate my temporary employment.

<input type="checkbox"/> Yes, I Understand	Signature: _____	Date: _____
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AUTHORIZATION TO RELEASE INFORMATION

This is to advise you that, if you are offered employment, a routine **background investigation** may be conducted. Since most of our employees have daily access to **Company** funds and/or assets, it is an important security measure to determine a person's suitability for such a position.

This investigation will consist of inquires concerning credit history, felony convictions, driving records, educational background, employment history and personal character. The information obtained from this investigation will not be used for any other purpose. Upon written request, additional information as to the nature and scope of the report will be provided.

I, the undersigned applicant, do hereby authorize any persons or organization having any information pertaining to my personal background, including my credit records and any records with law enforcement agencies, to release such information to **Labor Systems, or its designated Investigation Service Agency as its duly authorized representatives**, and agree that all such parties be held harmless from any liability concerning such release of information, I agree and Understand that a photocopy of this authorization may serve as an original.

<input type="checkbox"/> Yes, I Understand	Signature: _____	Date: _____
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APPLICATION

FIRST NAME	MIDDLE	LAST

MAIDEN NAME	MO/YR CHANGED

SOCIAL SECURITY NUMBER		STATE	
DRIVER'S LICENSE NUMBER			

COMPLETE ADDRESSES OF PHYSICAL RESIDENCE(S) FOR THE PAST SEVEN (7) YEARS			
FROM	TO	ADDRESS	
/	/		
/	/		
/	/		
/	/		
/	/		
/	/		
/	/		
/	/		
/	/		

APPLICATION OF EMPLOYMENT

SOCIAL SECURITY NUMBER	DATE

FIRST NAME	MIDDLE	LAST

ADDRESS	TELEPHONE NUMBER

ARE YOU OVER 18 YEARS OLD? YES NO

DEISRED POSITION	DESIRED SALARY
	\$

APPLICATION OF EMPLOYMENT

(continued)

WHICH STATE ARE YOU SEEKING EMPLOYMENT?

WHAT DATE ARE YOU AVAILBLE FOR WORK?

ARE YOU AVAILABLE TO WORK THE FOLLOWING SHIFTS?

DAYS
 EVENINGS
 SATURDAYS
 SUNDAYS

HAVE YOU EVER BEEN CONVICTED OF A FELONY? YES NO

(NOTE: Conviction of a felony will not necessarily disqualify and applicant from employment.)

DO YOU HAVE AN E-MAIL ADDRESS?

DO YOU HAVE A RESUME AVAILABLE? YES NO

(If yes, please attached to application)

EDUCATIONAL BACKGROUND

SCHOOL	NAME OF SCOOl AND ADDRESS	COURSE OF STUDY	CHECK LAST COMPLETED				DID YOU GRADUATE?	LIST DIPLOMA OR DEGREE
			1	2	3	4		
HIGH SCHOOL			1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	<input type="checkbox"/> YES <input type="checkbox"/> NO	
COLLEGE			1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	<input type="checkbox"/> YES <input type="checkbox"/> NO	
OTHER (SPECIFY)			1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	<input type="checkbox"/> YES <input type="checkbox"/> NO	

EMPLOYMENT / EXPERIENCE

Start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, disability, or other protected status.

EMPLOYER:	TIME EMPLOYED:	
	FROM /	TO /
ADDRESS:	WORK PERFORMED:	
TELEPHONE:		
JOB TITLE:		
SUPERVISOR'S NAME:		
REASON FOR LEAVING:		

EMPLOYER:	TIME EMPLOYED:	
	FROM /	TO /
ADDRESS:	WORK PERFORMED:	
TELEPHONE:		
JOB TITLE:		
SUPERVISOR'S NAME:		
REASON FOR LEAVING:		

EMPLOYMENT / EXPERIENCE

(continued)

EMPLOYER:	TIME EMPLOYED:	
	FROM /	TO /
ADDRESS:	WORK PERFORMED:	
TELEPHONE:		
JOB TITLE:		
SUPERVISOR'S NAME:		
REASON FOR LEAVING:		

EMPLOYER:	TIME EMPLOYED:	
	FROM /	TO /
ADDRESS:	WORK PERFORMED:	
TELEPHONE:		
JOB TITLE:		
SUPERVISOR'S NAME:		
REASON FOR LEAVING:		

EMPLOYMENT / EXPERIENCE

(continued)

EXPLAIN ANY PERIODS OF UNEMPLOYMENT:

MAY WE CONTACT YOUR PREVIOUS EMPLOYERS FOR REFERENCE?

YES

No

PLEASE INDICATE THOSE EMPLOYERS WHO WE MAY CONTACT:

LIST ANY OFFICE EQUIPMENT YOU ARE PROFICIENT AT OPERATING:

LIST ANY LANGUAGES, OTHER THAN ENGLISH, THAT YOU CAN SPEAK FLUENTLY:

HOW DID YOU HEAR OF THIS COMPANY?

DO YOU HAVE ANY RELATIVES WORKING FOR THIS COMPANY?

YES

No

NAME OF RELATIVE:

TEMPORARY

REGULAR

NAME OF RELATIVE:

TEMPORARY

REGULAR

SKILLS / QUALIFICATIONS

Summarize special skills and qualifications acquired from employment or other experiences that may qualify you for work with our company.

List any additional information you would like us to consider (special accomplishments, awards.)

PERSONAL REFERENCES

List the name and telephone number of three business/work references who are not related to you and are not previous supervisors.

NAME	TELEPHONE NUMBER	YEARS KNOWN

APPLICANT'S STATEMENT

I certify that information given herein is true and complete to the best of my knowledge.

I authorize the employer to contact all personal references and employment references in this application and accompanying resume as may be necessary in arriving at an employment decision.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an **at will** nature, which means that the **Employee** may resign at any time and the **Employer** may discharge the **Employee** at any time with or without cause. It is further understood that this **at will** employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization.

In the event of employment, I understand that false or misleading information given in my application, resume, or interview(s) may result in my discharge. This application is current for only (60) days. At the conclusion of this time, if I have not heard from **Employer** and still wish to be considered for employment, it will be necessary for me to fill out a new application.

The Employer is an equal opportunity employer. The Employer does not discriminate in employment and no question on this application is used for the purpose of limiting or excluding any applicant's consideration for employment on a basis prohibited by local, state, or federal law.

<input type="checkbox"/> Yes, I Understand	Signature:		Date:
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