

# Application for Employment

The Company Is An Equal Opportunity Employer

All applicants for employment in the United States are required to complete and submit this Application for Employment.

The Company does not discriminate on the basis of sex, age, color, race, religion, marital status, national origin, ancestry, sexual orientation, gender, gender identity, gender expression, physical & mental disability, medical condition, genetic information, military and veteran status, or any other basis protected by federal, state or local law.

## Applicant Information

### LEGAL NAME

Last \_\_\_\_\_ First \_\_\_\_\_ Middle \_\_\_\_\_

HAVE YOU EVER WORKED UNDER ANOTHER NAME? ☐ YES ☐ NO

IF YES, UNDER WHAT NAME(S): \_\_\_\_\_

COMPLETE HOME ADDRESS include PO Box, Apt. #, etc.

Street \_\_\_\_\_ City \_\_\_\_\_ County \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

HOME PHONE \_\_\_\_\_ BUSINESS OR OTHER PHONE \_\_\_\_\_

E-MAIL ADDRESS \_\_\_\_\_

## Position Applying For

JOB TITLE/TYPE OF WORK \_\_\_\_\_ DESIRED SALARY \_\_\_\_\_ AVAILABLE START DATE \_\_\_\_\_

If necessary, are you available to work any of the following?

Overtime Holidays Work schedule other than M-F

☐ YES ☐ YES ☐ YES

☐ NO ☐ NO ☐ NO

HOW DID YOU LEARN ABOUT THIS OPENING? \_\_\_\_\_

DESIRED EMPLOYMENT: ☐ Full-Time ☐ Part-Time ☐ Temporary

HAVE YOU WORKED FOR OR APPLIED FOR A POSITION AT THE COMPANY BEFORE? ☐ YES ☐ NO

If yes, what position(s)? \_\_\_\_\_

DO YOU HAVE ANY RELATIVES WORKING HERE? ☐ YES ☐ NO If yes, who? \_\_\_\_\_

IF HIRED, CAN YOU SUBMIT VERIFICATION OF YOUR LEGAL RIGHT TO WORK IN THE U.S.? ☐ YES ☐ NO

ARE YOU OVER 18 YEARS OF AGE? ☐ YES ☐ NO IF UNDER 18, DO YOU HAVE A WORK PERMIT? ☐ YES ☐ NO

## Education Begin with most recent college/university/technical school

NAME OF EDUCATIONAL INSTITUTION/LOCATION	MAJOR	NO. OF YEARS	GRADUATE	DIPLOMA/DEGREE
			<input type="checkbox"/> YES <input type="checkbox"/> NO	
			<input type="checkbox"/> YES <input type="checkbox"/> NO	
			<input type="checkbox"/> YES <input type="checkbox"/> NO	

ANY PROFESSIONAL DESIGNATIONS, TRAINING, PATENTS, PUBLICATIONS, COMPUTER SKILLS RELATED TO THE JOB SOUGHT:



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## Security

Criminal background checking will be addressed at a later stage in the candidate process in keeping with and to the extent allowed by applicable law.

### For applicants in Florida ONLY:

(1) Have you ever been a defendant in a civil action for intentional tort? (An intentional tort is a civil wrong resulting from an intentional act. Examples of an intentional tort include assault, battery, false imprisonment, and intentional infliction of emotional distress.)

☐ YES ☐ NO

(2) If yes, please describe the nature of the intentional tort and the disposition of the action (attach additional sheets if necessary).

## Employment History List current/most recent position first (attach additional sheets if necessary).<sup>1</sup>

### COMPLETE ALL JOB HISTORY REGARDLESS OF RESUME ATTACHMENT

NAME OF EMPLOYER	ADDRESS/LOCATION	DATES EMPLOYED From To
TYPE OF BUSINESS	POSITION/TITLE	
MANAGER'S NAME	MANAGER'S TITLE	PHONE
REASON FOR LEAVING:		

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TYPE OF BUSINESS	POSITION/TITLE	
MANAGER'S NAME	MANAGER'S TITLE	PHONE
REASON FOR LEAVING:		

References: List three people (other than relatives) who are in a position to evaluate your previous employment performance, preferably former supervisors or people with whom you have worked. (If applying for a supervisory position, please include one direct report.)

NAME	TITLE	COMPANY	PHONE
NAME	TITLE	COMPANY	PHONE
NAME	TITLE	COMPANY	PHONE

<sup>1</sup> This application does not ask for prior salary history. This complies with regulations in various cities, counties and states prohibiting employers from asking applicants for such information.



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Please read the below carefully and then initial next to each paragraph.

Please sign and date in the space provided at the bottom of this page.

## APPLICANT'S INITIALS

## CERTIFICATION AND RELEASE

\_\_\_\_\_ I authorize the Company to verify, in any manner, all statements made by me. The Company may, for example, interview former employers, co-workers, schools, references, or others and request information and supporting documentation such as transcripts and evaluations.

\_\_\_\_\_ I authorize any and all former employers, references, or educational institutions to release all information relevant to my employment or education to the Company, without giving me prior notice.

\_\_\_\_\_ I release from any liability or responsibility all persons, companies and corporations supplying any information in verifying my statements above, as well as the Company in connection with its obtaining such information for use in verifying my statements above.

\_\_\_\_\_ I shall preserve in strictest confidence all information regarding the business or customers of the Company that may be disclosed to me or come to my attention in the process of applying for a position with the Company.

\_\_\_\_\_ If employed by the Company, I agree to comply with the Company's policies and procedures, safety rules, and cooperate in any reasonable security investigation. I understand that I am not employed by or entitled to employment by the Company unless and until I have received and accepted a written offer of employment from a Company representative. I also understand that no other act of the Company, including the acceptance of my application for employment, the scheduling of interviews with me, or any oral or written statements of interest or encouragement, creates an employment relationship with me, and I will not rely on any such act of the Company. I understand that if I am employed by the Company, such employment is "at-will," which means that my employment and related compensation may be terminated at any time, with or without cause, and with or without advance notice by me or by the Company.

\_\_\_\_\_ I understand that any misrepresentation or omission of fact on this application, my resume, any supplementary materials submitted by me, and interview responses, may be cause for a refusal to hire me or the termination of employment at any time during the period of my employment.

\_\_\_\_\_ I have reviewed this application personally, and I agree that all statements I have made on this application, in my resume, and other supplementary materials submitted by me are true and correct. I have not knowingly withheld any information that might adversely affect my chance for employment.

APPLICANT SIGNATURE: \_\_\_\_\_ DATE \_\_\_\_\_

