



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. Incomplete information could disqualify you from further consideration. 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	Zip/Postal Code
Home Phone	Work Phone	Cell/Mobile Phone	Other Phone		
E-mail Address					
Desired Type of Employment	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?			
Can you work any shift? <input type="checkbox"/> Yes <input type="checkbox"/> No		Can you work overtime, including weekends? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Are you able to perform the essential functions of the job for which you are applying, with or without reasonable accommodation? <input type="checkbox"/> Yes <input type="checkbox"/> No					
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**

Include your last ten (10) years of employment history, including periods of unemployment, starting with the most recent and working backwards in time. Use additional sheet, if necessary. Incomplete information could disqualify you from further consideration.

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		

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

**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.

**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 or more years before the instant application. Also, do not identify any conviction for which the record has been judicially ordered sealed, expunged or statutorily eradicated, or any misdemeanor conviction for which probation has been successfully completed or otherwise discharged and the case has been judicially dismissed.

**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, 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 not 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.

**Massachusetts Applicants:** Applicants for employment with a sealed record on file with the Massachusetts Commissioner of Probation may answer No Record with respect to an inquiry relating to prior arrests, criminal court appearances, or convictions. In addition, Massachusetts Applicants for employment may answer No Record with respect to any inquiry relative to prior arrests, court appearances and adjudication 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.

**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.

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Signature of Applicant

\_\_\_\_\_  
Date