



Employment Application

Equal access to programs, services and employment is available to all persons. Those applicants requiring reasonable accommodation to the application and/or interview process should notify the practice CEO or Administrative Assistant.

Position Applied For _____ Date of Application _____

Type of Employment Desired Full Time Part-Time Temporary

Referred By _____

First Name _____ Middle Name _____ Last Name _____

Street Address _____

City _____ State _____ Zip Code _____

Home Phone _____ 2nd Phone _____ Social Security _____

Are you Legally Eligible for employment in this country? Yes No

Start Availability or Notice Required _____

Have you been convicted of a crime in the last seven (7) years? Yes No

If yes, please explain. Conviction will not necessarily be a bar to employment. Each instance and the Explanation will be considered in relation to the position for which you are applying.

EDUCATIONAL BACKGROUND

School	City, State	Degree	Major	GPA

EMPLOYMENT HISTORY

Provide the following information for your past and current employers, assignments or volunteer activities, starting with the most recent. Use additional sheets if necessary. Explain any gaps in employment.

Employer _____ Employer Phone _____
Address _____
Job Title _____ Reason for Leaving _____
Job Duties _____
Dates Employed From _____ To _____ Final Hourly Salary \$ _____

Employer _____ Employer Phone _____
Address _____
Job Title _____ Reason for Leaving _____
Job Duties _____
Dates Employed From _____ To _____ Final Hourly Salary \$ _____

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Address _____
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Job Duties _____
Dates Employed From _____ To _____ Final Hourly Salary \$ _____

Skills and Qualification – Summarize any special training skills, licenses and/or certificates that may qualify you as being able to perform job-related functions in the position for which you are applying.

REFERENCES

List at least one supervisor and one co-worker.

Name _____

Phone Number _____ Email _____

Where Did you Work With This Person? _____ Number of Years Known _____

Current Supervisor Current Co-Worker Previous Supervisor Previous Co-Worker

Name _____

Phone Number _____ Email _____

Where Did you Work With This Person? _____ Number of Years Known _____

Current Supervisor Current Co-Worker Previous Supervisor Previous Co-Worker

Name _____

Phone Number _____ Email _____

Where Did you Work With This Person? _____ Number of Years Known _____

Current Supervisor Current Co-Worker Previous Supervisor Previous Co-Worker

ADDITIONAL INFORMATION

List professional, trade, business or civic associations and any offices held. List special accomplishments, publications and awards. List any additional information you would like us to consider.

APPLICANT STATEMENT

My signature authorizes the company or its authorized agents to conduct a thorough investigation of all statements, written and oral, made by me during the employment application process, including without limitation, information concerning my employment positions, law enforcement record, driving record, and educational background. I hereby authorize all persons, companies or other entities connected with any such informational request, including without limitation, current or prior employers and law enforcement agencies to provide any and all information they may have regarding me or my employment. I release and agree to indemnify the company, its authorized agents, and its employees, and all other persons, companies, and other entities from any and all liability arising out of such investigation, including without limitation any liability for furnishing information or for taking any action based on the information provided.

I hereby certify that all responses set forth during my employment application process are true and complete. I understand and agree that any falsification, misrepresentation, or omission either on the employment application form or in my responses to questions asked during the interviewing or examination process may disqualify me from further consideration for employment, or if employed by the company, will subject me to immediate termination, whenever the falsification or omission is discovered. In this regard, where an item is left blank on the employment application, it is because there is no information within its scope.

I understand that a drug and/or alcohol screen may be required before and during my employment. In addition, I authorize a medical examination, including a drug and/or alcohol screen, by an examiner selected by the company if I am made a contingent offer of employment. I release and agree to indemnify the company, its authorized agents, and its employees, and all other persons, companies, and other entities from any and all liability arising out of any medical examination or drug/alcohol screen or for the taking of any action based on the results of any medical examination or drug/alcohol screen.

I certify that I am a citizen of the United States, or, if not, I can provide required documentation permitting me to work in the United States.

I understand and agree if I am employed by the company, my employment is at-will so that I may terminate my employment at any time and for any or no reason. Likewise, the company can terminate my employment at any time and for any or no reason. I also understand and agree that nothing contained in the company's employment application or in the granting or conducting of an interview or anything set forth in any oral or written statement, communication, or policy now or in the future constitutes or creates or is intended to constitute or to create a contract or promise between me and the company for employment, hours of work, or for the providing of benefits. Moreover, I acknowledge that the company may modify, revoke, suspend, terminate or change any or all of its plans, policies, or procedures at any time, without prior notice. No promises or guarantees regarding employment, hours of work or for the providing of benefits have been made to me. I further understand and agree that no such promise or guarantee is binding on the company unless it is in writing signed by me and the President of the company and that document states that the employment relationship is not "at-will" and details the specific promise or guarantee.

I also understand the company follows the usual practice of requiring employees, prior to beginning work, to sign a security agreement covering non-disclosure of confidential information.

Signature of Applicant _____ Date _____