

[COMPANY NAME]

APPLICATION FOR EMPLOYMENT

We appreciate your interest in our organization and assure you that we are sincerely interested in your qualifications. A clear understanding of your background and work history will help us potentially place you in a position that meets your objectives and those of the organization. Qualified applicants are considered for all positions without regard to race, color, sex, pregnancy, national origin, ancestry, age, marital or veteran status, gender identity or the presence of a non-job related medical condition or disability (mental or physical).

PERSONAL INFORMATION		SOCIAL SECURITY NUMBER	APPLICATION DATE
LAST NAME	FIRSTNAME	MIDDLE INITIAL	TELEPHONE NUMBER
PRESENT ADDRESS	CITY	STATE	ZIP
ARE YOU LESS THAN 18 YEARS OF AGE <input type="checkbox"/> YES <input type="checkbox"/> NO		UPON OFFER OF EMPLOYMENT, VERIFICATION OF YOUR LEGAL RIGHT TO WORK IN THE UNITED STATES WILL BE REQUIRED.	HAVE YOU EVER USED ANOTHER NAME? <input type="checkbox"/> YES <input type="checkbox"/> NO
DRIVERS LICENSE NUMBER	STATE	EXPIRATION DATE	DRIVING RECORD
Have you been convicted of a crime? (Convictions will not necessarily disqualify an applicant from employment. Do not provide information about misdemeanor marijuana convictions more than two years old.)		<input type="checkbox"/> YES <input type="checkbox"/> NO	IF "YES" PLEASE EXPLAIN:

EMPLOYMENT DESIRED		DATE AVAILABLE	SALARY DESIRED
POSITION DESIRED OR AREA OF INTEREST		HAVE YOU EVER APPLIED TO THIS ORGANIZATION BEFORE? <input type="checkbox"/> YES <input type="checkbox"/> NO	IF YES, GIVE DATE/POSITION APPLIED FOR
HAVE YOU EVER BEEN EMPLOYED BY OUR ORGANIZATION BEFORE? <input type="checkbox"/> YES <input type="checkbox"/> NO	IF YES, GIVE DATES OF EMPLOYMENT	NAMES OF FRIENDS OR RELATIVES EMPLOYED BY THIS ORGANIZATION	
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			
CAN YOU WORK OVERTIME? <input type="checkbox"/> YES <input type="checkbox"/> NO	ARE YOU CURRENTLY EMPLOYED? <input type="checkbox"/> YES <input type="checkbox"/> NO	IF SO, MAY WE CONTACT YOUR PRESENT EMPLOYER? <input type="checkbox"/> YES <input type="checkbox"/> NO	
COMMENTS			

EDUCATION/U.S. MILITARY SERVICE		PLEASE INDICATE ANY LANGUAGES, OTHER THAN ENGLISH THAT YOU SPEAK _____ READ _____ WRITE _____		
SCHOOL LEVEL	NAME AND LOCATION OF SCHOOL	MAJOR	UNITS COMPLETED AND GRADE AVERAGE	DEGREES AND/OR DIPLOMAS
HIGH SCHOOL				
COLLEGE				
COLLEGE				
OTHER				
PROFESSIONAL CERTIFICATES OR LICENSES HELD	ARE YOU PRESENTLY TAKING ANY EDUCATIONAL COURSE? <input type="checkbox"/> YES <input type="checkbox"/> NO IF YES, WHAT AND WHERE			
HAVE YOU EVER SERVED IN THE U.S. ARMED SERVICES? <input type="checkbox"/> YES <input type="checkbox"/> NO	IF YES, MILITARY DUTIES AND TRAINING			
PLEASE LIST JOB RELATED ORGANIZATIONS, CLUBS, PROFESSIONAL SOCIETIES, OR OTHER ASSOCIATIONS TO WHICH YOU BELONG – YOU MAY OMIT THOSE WHICH INDICATE YOUR RACE, RELIGIOUS CREED, COLOR, NATIONAL ORIGIN, ANCESTRY, SEX OR AGE				

REFERENCES		PLEASE LIST THREE NON-RELATIVES WHO ARE QUALIFIED TO EVALUATE YOUR CAPABILITIES		
NAME AND ADDRESS		TELEPHONE	OCCUPATION	YEARS KNOWN
1.				
2.				
3.				

EMERGENCY INFORMATION		IN CASE OF EMERGENCY, NOTIFY		
NAME				TELEPHONE NUMBER
ADDRESS	CITY	STATE	ZIP	

EMPLOYMENT HISTORY		GIVE EMPLOYMENT RECORD AS COMPLETELY AS POSSIBLE, LISTING MOST RECENT EMPLOYMENT FIRST, INCLUDE EMPLOYED/SELF-EMPLOYED PERIODS AND PART-TIME OR SUMMER WORK				
COMPANY NAME AND LOCATION	TELEPHONE	POSITION(S) HELD	RATE OF PAY (HR/WK/MO) START: END:	DATES EMPLOYED END: FROM:	REASON FOR LEAVING	DESCRIPTION OF DUTIES
TYPE OF BUSINESS: _____ NAME OF SUPERVISOR: _____						
COMPANY NAME AND LOCATION _____ TELEPHONE _____			START: END:	END: FROM:		
TYPE OF BUSINESS: _____ NAME OF SUPERVISOR: _____						
COMPANY NAME AND LOCATION _____ TELEPHONE _____			START: END:	END: FROM:		
TYPE OF BUSINESS: _____ NAME OF SUPERVISOR: _____						
COMPANY NAME AND LOCATION _____ TELEPHONE _____			START: END:	END: FROM:		
TYPE OF BUSINESS: _____ NAME OF SUPERVISOR: _____						
MAY WE CONTACT THESE EMPLOYERS? <input type="checkbox"/> YES <input type="checkbox"/> NO		COMMENTS				

ACKNOWLEDGEMENT	
<p>1. I authorize all corporations, companies, former employers, credit agencies, educational institutions, law enforcement agencies, city, state, county and federal courts, military services and persons to release information they may have about me to the person or company with which this form has been filed, or their agent, KROLL Background America, Inc., and release all parties involved from any liability and responsibility for doing so. I also authorize the procurement of an investigative consumer report and understand that it may contain information about my background, mode of living, character and personal reputation. This authorization, in original or copy form, shall be valid for this and any future reports or updates that may be requested. Further information may be available upon written request within a reasonable period of time.</p> <p><input type="checkbox"/> Check this box if you choose to waive your right to receive a copy of any public record obtained pursuant to California Civil Code section 1786.53. "Public records" means records documenting an arrest, indictment, conviction, civil judicial action, tax lien, or outstanding judgment.</p>	
<p>2. I understand that if I am being considered for employment by this company, I will be required to submit to a post-offer physical and drug/alcohol testing (all of which will be paid for by this company) and to authorize the release of the physical examination and test results to this company. Applicants whose test results are positive (prohibited substances present) will not be eligible for further employment consideration.</p>	
<p>3. Any acceptance of employment will be predicated upon the truthfulness of the written and verbal statements contained within this Application and pre-employment process. I understand that should my employer find that any statement I have made is not truthful, any job extended to me may be withdrawn and, if employed, I may be subject to termination.</p>	
<p>4. I authorize the National Personnel Records Center, St. Louis, Missouri, or other custodian of my military records to release to KROLL Background America, Inc. information or photocopies of my military personnel and related medical records, or only the following information/records.</p> <p>Service # _____ Branch of service _____ from _____ to _____</p>	
<p>5. I understand this Application for Employment is not to be confused as a guarantee of employment for a specific time. I further understand that my employment with this company does not constitute any form of contract, implied or expressed, and such employment will be terminable at will either by myself or my employer upon notice of one party to the other. My continued employment is dependent on satisfactory performance and the continued need for my services as determined by this organization.</p>	
<p>6. I grant my employer approval, after my termination of employment to release information which it may deem appropriate regarding my employment with or termination from the organization, to anyone who has a reasonable basis for making such inquiry. So long as the information disclosed is not known by this organization to be inaccurate, this organization shall not incur legal liability of any nature in connection with the furnishing of such information.</p>	
<p>7. I understand that my Application for Employment will be placed in an active status for a period of six months during which time it will be reviewed as job openings occur in my area(s) of job interest. I also understand that should I wish to continue being considered for job openings beyond the six month period, I must reapply by (a) submitting a new Application for Employment or by (b) submitting a letter requesting renewal of my Application and including an update of my qualifications (recent work history, educational achievements, etc.).</p>	
<p>8. I acknowledge that I have read all of the above statements and that I understand them.</p>	
<p>Applicant Signature _____ Date _____</p>	