

# EMPLOYMENT APPLICATION Employer Name: \_\_\_\_\_

## I. PERSONAL INFORMATION

Last Name		First		M. I.		Date	
Current Address			City		ST	ZIP	Dates: From/To
Previous Address (last 7 years)			City		ST	ZIP	Dates: From/To
Previous Address			City		ST	ZIP	Dates: From/To
Home Phone	Alternate or Cell Phone	Social Security Number		Emergency Contact		Emergency Contact Phone	
Have you ever used a different name? <input type="checkbox"/> Yes <input type="checkbox"/> No List:				If the position requires driving, do you have a valid drivers license <input type="checkbox"/> Yes <input type="checkbox"/> No and have you received any traffic citations in the last five (5) years? List:			
Have you ever plead guilty, no contest, nolo contendere, or been convicted of a crime or had adjudication withheld? Are any charges currently pending against you? List all dates and offenses.							

## II. EMPLOYMENT INTERESTS

Position Desired	Date Available	Salary Desired	Are you willing to work overtime? <input type="checkbox"/> Yes <input type="checkbox"/> No
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## III. EDUCATION INFORMATION/CERTIFICATIONS

School Level	Name and Location of School	Course of Study	Circle last grade completed	Did you graduate?	Degree or Diploma
High School			1 2 3 4	<input type="checkbox"/> Yes <input type="checkbox"/> No	
College			1 2 3 4	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Post Graduate			1 2 3 4	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Bus/Trade/Tech			1 2 3 4	<input type="checkbox"/> Yes <input type="checkbox"/> No	

List all professional certifications and licenses by state

## IV. SKILLS – If applicable to the position

10 key speed	spm	Typing speed	wpm	PC Skills/Software used	Foreign Languages
What experience, training, qualifications or skills make you especially suited for work at this company?					

## V. EMPLOYMENT INFORMATION – List the most recent employer first

Company Name		Phone		From Mo./Yr.	To Mo./Yr.
Street Address		City	State	Zip	Starting Pay \$
Job Title		Duties			Ending Pay \$
Supervisor Name		Reason for leaving			May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No

Company Name		Phone		From Mo./Yr.	To Mo./Yr.
Street Address	City	State	Zip	Starting Pay \$	Ending Pay \$
Job Title	Duties			Reason for leaving	
Supervisor Name				May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Company Name		Phone		From Mo./Yr.	To Mo./Yr.
Street Address	City	State	Zip	Starting Pay \$	Ending Pay \$
Job Title	Duties			Reason for leaving	
Supervisor Name				May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Company Name		Phone		From Mo./Yr.	To Mo./Yr.
Street Address	City	State	Zip	Starting Pay \$	Ending Pay \$
Job Title	Duties			Reason for leaving	
Supervisor Name				May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No	

### VI. ACKNOWLEDGEMENT

*Please read carefully, initial each paragraph, and sign below*

Initial	Except for that which I have disclosed, I have no other commitments, including, but not limited to, a non-compete or non-solicitation agreement with any current or former employers which may affect or restrict my employment with another employer or restrict my ability to perform the duties for which I would be hired. I understand no offer or promise of employment has been made to me at this time.
Initial	I understand and agree that any employment relationship with Innovative Employer Solutions Inc or this employer would be an "at-will" relationship, meaning that Innovative and/or this employer and I have the right to terminate this employment relationship at any time for no reason or for any reason. No verbal promises or guarantees can change this at-will relationship. Any changes to the at-will relationship or its terms must be in writing, for the agreed purpose of changing the relationship, and signed by me and by an authorized officer of the employer.
Initial	I also agree to comply with any drug testing policy, Innovative Employer Solutions Inc or this employer may adopt, and I specifically understand and agree that Innovative and/or this employer reserves the right to require me to submit to a drug test at the pre-employment stage as well as at any time thereafter based upon reasonable suspicion, or post-accident or injury and in any other situation where it is allowable by law. I understand that refusing to submit to a drug and/or alcohol test will subject me to immediate termination. Also, I understand that as a condition of employment, I may be required to take a post-offer/pre-employment physical examination.
Initial	I understand that Innovative and/or this employer may contact my previous employers and I authorize those employers to disclose all records and other information relating to my employment with them. I release my previous employers from any liability as a result of their disclosure of information about me. I also authorize Innovative and/or this employer to provide truthful information concerning my employment with it to my future prospective employers and I agree to hold them harmless for providing such information. I further understand that my application will be considered "active" for a maximum period of 30 days and if I wish to be considered for employment after that time, I must reapply.
Initial	By signing below, I certify that all information on my resume, my employment application, or any other representations made by me are true, complete, and accurate. I understand that if any misrepresentation or omission is later found to be false or misleading, it may result in the rejection of my application or in the immediate termination of my employment at any time. My signature below also certifies that I have read and that I acknowledge all of the above statements, that I asked any questions I may have had, and that I fully understand all of these statements.
<b>Applicant's Signature:</b>	
<b>Date:</b>	

You must sign this application and initial the above statements to be considered for employment.

***We are proud to be an equal opportunity employer. Qualified applicants will receive consideration without regard to race, color, religion, gender, national origin, age, disability, veteran status, or any other status protected by law.***