



Application for Employment

IMPORTANT NOTICE: This is a very significant document. You should be very careful as you complete it. Answer Each item accurately and completely. Failure to do so may result in you not being considered for the position or in Your termination if accurate or omitted information is discovered after your employment has begun.

Personal Information

Date: _____

Name: _____
Last First Middle

Social Security #: _____

Phone: _____

Where can you be reached: _____
Street # City State Zip

List all other names by which you have ever worked or been educated: _____

Are you under 18 years of age? Yes No

Can you provide required proof of your eligibility to work? Yes No

Have you ever applied to our company before? Yes No

Position applying for: _____ Date Available: _____

Salary Desired: _____ Are you available to work: Full-time Part-time Relief

Are you employed now? Yes No

If so, may we contact your current employer? Yes No

Who referred you to our company? _____

Name of relative(s) who work for the company? _____

Employment History (List last five employers, starting with most recent)

Employer	<u>Dates of Employment</u>	Work Performed
Address	Starting Ending	
Telephone		
Job Title	<u>Salary Information</u>	
Supervisor	Starting Ending	
Reason for Leaving		Was termination voluntary?
Employer	<u>Dates of Employment</u>	Work Performed
Address	Starting Ending	
Telephone		
Job Title	<u>Salary Information</u>	
Supervisor	Starting Ending	
Reason for Leaving		Was termination voluntary?
Employer	<u>Dates of Employment</u>	Work Performed
Address	Starting Ending	
Telephone		
Job Title	<u>Salary Information</u>	
Supervisor	Starting Ending	
Reason for Leaving		Was termination voluntary?

Employment History (Continued)

Employer	<u>Dates of Employment</u>		Work Performed
Address	Starting	Ending	
Telephone			
Job Title	<u>Salary Information</u>		
Supervisor	Starting	Ending	
Reason for Leaving			Was termination voluntary?
Employer	<u>Dates of Employment</u>		Work Performed
Address	Starting	Ending	
Telephone			
Job Title	<u>Salary Information</u>		
Supervisor	Starting	Ending	
Reason for Leaving			Was termination voluntary?

Unemployment History – Please account for any time you were not employed in the last 5 years after leaving school. (You need not list any unemployed periods of one month or less.)

Time Period	Reasons Unemployed

Miscellaneous – Please list subjects of special study, special training or skills.

Performance of Job-Related Functions

Are you able to perform the essential function of the job for which you are applying?	Yes	No
Do you take illegal drugs?	Yes	No
Describe fully _____		
Do you use alcohol to the extent that you would be prevented from performing the essential function of the job for which you are applying with or without reasonable accommodation?	Yes	No
Describe fully _____		
Is there any reason why you would not be able to fully conform to all attendance requirements?	Yes	No
Describe fully _____		
If requested, are you available to work (check as many that would apply):		
Weekends	Evenings	Days Overtime Nights

Criminal Matters

Have you ever been convicted of (or plead guilty or Nolo Contendere to) a crime? Yes No
(Do not identify marijuana-related misdemeanor convictions occurring more than two years ago or convictions for which the criminal record has been expunged, sealed or eradicated by the court, or misdemeanor convictions for which any probation has been completed and the case dismissed by the court.)

Did the convictions(s) (or guilty or Nolo Contendere plea) result in imprisonment? Yes No
Explain each conviction (and guilty or Nolo Contendere plea) fully. (A conviction (or guilty or Nolo Contedere plea) will not necessarily disqualify an applicant.)

Have you ever committed a crime? (Do not identify use of marijuana, which occurred more than two years ago, marijuana-related misdemeanor convictions occurring more than two years ago, convictions for which the criminal records has been expunged, sealed or eradicated by the court, or case dismissed by the court.) Yes No

If yes, please state circumstances. (Commission of a crime will not necessarily disqualify an applicant.)

Are you currently charged with an unresolved criminal charge (a charge which has not yet resulted in a plea, trial, or a dropping of the charge, or for which you are out on bail or on your own recognizance pending trial)? Yes No

Explain fully (a charge will not necessarily disqualify an applicant.)

Service Record

U.S. Military or Naval Service: _____ Rank: _____

Relevant skills acquired during military service: _____

Education

<u>School Name</u>	<u>City</u>	<u># Years. Attended</u>	<u>Degree</u>	<u>Major/Minor</u>

Professional References

<u>Name</u>	<u>Address</u>	<u>Phone</u>	<u>Years Acquainted</u>

Applicant's Statement

I declare under penalty of perjury that the facts contained in this application, or any resume or other documentation submitted, are true and complete to the best of my knowledge. I understand that any false information or significant omissions will disqualify me from further consideration for employment and will be justification for my dismissal from employment if discovered at a later date.

I agree to immediately notify the company if I should be convicted of any crime while my job application is pending or during my period of employment, if hired.

I authorize the investigation of all statements contained in this application (and accompanying resume, if any) and further authorize any person, school, current employer (except as expressly noted), past employer(s), consumer reporting agency and organizations, whether or not named in this application form (and accompanying resume, if any), to provide the company with records, information and opinion that may be useful in making a hiring decision. I release all such information and opinion (which is truthful or made in good faith) to you.

I give permission for a pre-employment drug/alcohol screening exam and, if the company makes a conditional job offer, I give permission for a complete employment physical and mental examination. I also consent to the appropriate release of any and all medical information, as may be deemed necessary.

I understand that, if hired, I may not obtain employment with our competitors or engage in activities that create a conflict of interest with my position with the company unless given permission in writing by the company.

Agreement for At-Will Employment

If I become employed, in consideration of my employment, I agree that my employment will be at-will, and may be terminated with or without cause, and with or without notice, at any time at the option of the company or myself, Only the President of the company has the authority to enter into an employment agreement for a specified period of time or for termination only for cause, and any such agreement must be in writing. I understand and acknowledge that this constitutes the entire agreement between me and the company regarding the term of my employment and supersedes any oral or written agreement.

Compliance with Rules

If I become employed, in consideration of my employment, I agree to comply with the rules, regulations, policies and procedures of the company.

Pre-employment Documents

If offered employment, I understand that I will be required to review, complete and execute various employment documents (including, but not limited to, this application, employee handbook and employee handbook receipt form, confidentiality and non-disclosure agreements), and agree that the process of my being hired will not be complete until all employment documents have been signed.

Signature: _____

Date: _____



Written Confidential Reference Check Form

All information provided by me in support of my application for employment is true and correct to the best of my knowledge. I understand that misrepresentation or omission may be cause for rejection or may be cause for subsequent dismissal if I am hired.

I voluntarily and knowingly authorize any former employer, person, firm, corporation, school or government agency, its officers, employees and agents to release any and all information concerning my former employment to the Colonnade, its officers, associates and agents, or any other person or entity making a written or oral request for such information. I understand that the employment information may include, but is not necessarily limited to, performance evaluations and reports, job description, disciplinary reports, letters of reprimand, and opinions regarding my suitability for employment possessed by it.

I voluntarily and knowingly, fully release and discharge, absolve, indemnify and hold harmless such former employer, person, firm, corporation, school or government agency, its officers, associates and agents from any and all claims, liability, demands, causes of action, damages, or costs, including attorney's fees, present or future, whether known or unknown, anticipated or unanticipated, arising from or incident to the disclosure or release except for the malicious and willful disclosure of derogatory facts concerning my employment made for the express purpose of preventing me from obtaining employment which the officer, associate or agent disclosing such facts knows are untrue.

_____ Signature of Applicant _____ Date _____

Other names by which you have ever worked or been educated (Please print): _____

Dear Sir or Madam:

The above-named applicant has indicated that he/she was previously employed by you. Your information and prompt response will greatly appreciated and will be held in complete confidence. Thank you.

(* The Colonnade completes)

EMPLOYMENT REFERENCE CHECK

* Name of Applicant			
* Position Applied for:			
* Former Company:		Date mailed:	
Dates of Employment: From:		To:	
Position or Title:			
Rate of Pay:			
Duties and/or Responsibilities:			
Reason for Leaving:			
Eligible for Re-hire? If no, why not?			
Quality of Work:		Good	Adequate
		Good	Adequate
		Good	Adequate
		Good	Adequate
		Good	Adequate
Comments:			

_____ Signature of Person Providing Reference _____ Title or Position _____

_____ Date _____

