

# EMPLOYMENT APPLICATION



Job Interest \_\_\_\_\_ Referred By \_\_\_\_\_

## GENERAL

Name (First, Middle, Last) \_\_\_\_\_

Present Address \_\_\_\_\_  
 \_\_\_\_\_

Social Security # \_\_\_\_\_

Telephone No. \_\_\_\_\_ Cell Phone No. \_\_\_\_\_

**INDICATE ANY FOREIGN LANGUAGES YOU CAN SPEAK, READ AND/OR WRITE:**

Speak	_____	<input type="checkbox"/> Fluent	<input type="checkbox"/> Good	<input type="checkbox"/> Fair
Read	_____	<input type="checkbox"/> Fluent	<input type="checkbox"/> Good	<input type="checkbox"/> Fair
Write	_____	<input type="checkbox"/> Fluent	<input type="checkbox"/> Good	<input type="checkbox"/> Fair

## JOB INTEREST

Position or Type of Work Desired:

First Choice \_\_\_\_\_ Second Choice \_\_\_\_\_

Desired schedule	<input type="checkbox"/> Full Time Time: _____	<input type="checkbox"/> Part Time Time: _____	<input type="checkbox"/> Temp.
Date available to begin work	_____	Wage or Desired Salary	_____
Willing to relocate?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Willing to travel?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Willing to work extra hours, weekends or evenings?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Were you previously employed by us?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, when? _____

## ARE YOU AT LEAST 18 YEARS OF AGE?

Yes    No

Please provide **ONLY** the information requested in this employment application form. Failure to do so will result in disqualification of your application.

## EDUCATION

	Name/Location	# of Years Completed	Graduated?	Major/Field of Study	Standing or GPA
High School					
College					
University					
Business, Technical, Other					

Scholastic Honors, Scholarships, Assistantships, Awards, Publications, etc. \_\_\_\_\_

\_\_\_\_\_

## EMPLOYMENT HISTORY

*List most recent employer first*

Company Name \_\_\_\_\_

Company Address \_\_\_\_\_

Telephone: \_\_\_\_\_ Dates Employed (Month/Year) Start: \_\_\_\_\_ End: \_\_\_\_\_

Job Title \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

Supervisors Name/Title \_\_\_\_\_ May we contact?  Yes  No

Please provide a brief description of your work and responsibilities \_\_\_\_\_

\_\_\_\_\_

Company Name \_\_\_\_\_

Company Address \_\_\_\_\_

Telephone: \_\_\_\_\_

Dates Employed (Month/Year): Start: \_\_\_\_\_ End: \_\_\_\_\_

Job Title \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

Supervisors Name/Title \_\_\_\_\_ May we contact?  Yes  No

Please provide a brief description of your work and responsibilities \_\_\_\_\_

\_\_\_\_\_

Company Name \_\_\_\_\_

Company Address \_\_\_\_\_

Telephone: \_\_\_\_\_

Dates Employed (Month/Year): Start: \_\_\_\_\_ End: \_\_\_\_\_

Job Title \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

Supervisors Name/Title \_\_\_\_\_ May we contact?  Yes  No

Please provide a brief description of your work and responsibilities \_\_\_\_\_

\_\_\_\_\_

### SPECIAL SKILLS

Computer Software Applications \_\_\_\_\_

\_\_\_\_\_

Professional Associations \_\_\_\_\_

\_\_\_\_\_

Skills/Equipment (PC, Data Entry, etc.) \_\_\_\_\_

\_\_\_\_\_

Please list other applicable skills \_\_\_\_\_

### ACTIVITIES

List organizations of which you are a current or former member (*Memberships in religious or foreign organizations will not be used for purposes of discrimination*) \_\_\_\_\_

\_\_\_\_\_

High School & College Activities (Include, if applicable, office or position held) \_\_\_\_\_

\_\_\_\_\_

Professional & Technical Organization (Include, if applicable, office or position held) \_\_\_\_\_

\_\_\_\_\_

Civic & Recreational Activities \_\_\_\_\_

## REFERENCES

*Please list (3) personal references whom we may contact*

Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_

## APPLICANT STATEMENT AND ACKNOWLEDGEMENT

*(Be sure to read the material below, and sign where indicated)*

I certify that, to the best of my knowledge, the information given in this application and any attachments are true and correct. I understand that any incorrect, incomplete, false or misleading statement, answer or information will subject my application to disqualification from further consideration, or if employed, may subject me to termination of employment. I hereby agree that the Company may investigate my qualifications with previous employers, personal references and other background security or criminal conviction records. If employed, I agree to execute a confidentiality/assignment of invention agreement, in consideration of such employment. I understand my employment with the Company is terminable at-will and would not be for any fixed period of time, and I may resign at any time for any reason or the Company may terminate my employment at any time for any reason with or without notice, and that this application is not and is not intended to be a contract for continued employment. I understand that according to law all individuals who are hired must as a condition of employment produce certain documentation to verify their legal authorization to work in the U.S. As a consequence, I understand that offer of employment (and continued employment) would be contingent on my ability to produce the required documentation within the period required by law. I have read and understand all of the provisions of this statement and acknowledgement. By signing this application, I hold the Company harmless from any result of the reference check. I hereby authorize and release from liability all former employers, educational institutions, law enforcement agencies or other governmental agencies to provide or release information regarding my employment, education, criminal conviction record, credit history, driver's license and motor vehicle records that may be in their possession, to the Company or its agents. I further understand that an offer of employment (and continued employment) is conditioned upon several criteria, including my satisfactorily passing certain laboratory test (including test for substance abuse) which is be required by the Company.

Signature \_\_\_\_\_

Date \_\_\_\_\_

**Please submit completed job application to [hr@irsdemo.com](mailto:hr@irsdemo.com)**