

## APPLICATION FORM

As part of the application process, Employer Flexible HR, LLC may conduct background checks on employees. You will be asked to complete an Authorization of Release form for this purpose. Initial your understanding of this statement. \_\_\_\_\_

Employer Flexible HR, LLC is an Equal Opportunity Employer. It is our policy to abide by all federal, state, and local laws prohibiting employment discrimination based solely on a person's race, color, religious creed, sex, national origin, ancestry, citizenship status, pregnancy, physical disability, mental disability, age, military status or status as a Vietnam-era or special disabled veteran, marital status, registered domestic partner status, gender (including sex stereotyping), medical condition (including, but not limited to, cancer related or HIV/AIDS related), sexual orientation, or any other protected status except where a reasonable bona fide occupational qualification exists.

### GENERAL INFORMATION (Please Print)

Application Date:	Date Available To Work:	Position Applied For:
Name: Last	First	Middle
Desired Work Type: <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Temporary <input type="checkbox"/> Shift 1 <input type="checkbox"/> Shift 2 <input type="checkbox"/> Shift 3		If Part Time, Specify Hours or Days Available:
Desired Wage:		
Current Address: Street	Apt #	City State Zip Code
		How Long At Current Address?
Previous Address: Street	Apt #	City State Zip Code
		How Long At Previous Address?
Primary Phone Number:	Secondary Phone Number:	Email Address:
Are you capable of performing the essential duties of the position you are being hired or interviewed for, with or without reasonable accommodation? <input type="checkbox"/> Yes or <input type="checkbox"/> No		
What accommodations if any would be necessary?		
Can you, after employment, submit verification of your legal right to work in the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Have you previously held employment with Employer Flexible HR, LLC and / or the Employer Flexible HR, LLC client company you are applying for? <input type="checkbox"/> Yes <input type="checkbox"/> No		
If yes, give dates: From: To:		

### EDUCATION AND TRAINING

	School Name	City, State	Degree / Diploma Major Course of Study	Degree Received?
High School / GED				<input type="checkbox"/> Yes <input type="checkbox"/> No
College				<input type="checkbox"/> Yes <input type="checkbox"/> No
Graduate School				<input type="checkbox"/> Yes <input type="checkbox"/> No
Trade School				<input type="checkbox"/> Yes <input type="checkbox"/> No
List any other education, training, special skills, certificates, or licenses that you possess related to the position.				
List any machines, equipment, or software on which you are qualified and experienced in operating:				

**RECORD OF PREVIOUS EMPLOYMENT**

Please list the names of your present employers in chronological order with present or last employer listed first. Be sure to account for all periods of time including military service and any period of unemployment. If self-employed, give firm name and supply business references. (Add additional page if necessary).

Present or Last Employer	<u>Employed</u> From (mo/yr)	<u>Pay</u> Start \$	Your Title or Position:	Exact Reason for Leaving
Address				
City, ST, Zip	To (mo/yr)	Final \$	Description of Duties:	May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No
Telephone				Supervisor's Name and Title:
Previous Employer	<u>Employed</u> From (mo/yr)	<u>Pay</u> Start \$	Your Title or Position:	Exact Reason for Leaving
Address				
City, ST, Zip	To (mo/yr)	Final \$	Description of Duties:	May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No
Telephone				Supervisor's Name and Title:

EMPLOYMENT GAPS: \_\_\_\_\_

**CRIMINAL RECORD DISCLOSURE:**

Answering "YES" to these questions does not constitute an automatic bar to employment. Factors such as age and time of the offense, seriousness and nature of the matter of the violation, and rehabilitation will be taken into account, (Do not include minor traffic citations and arrests or convictions which have been sealed or expunged in answering this question.)

Are you currently or have you ever been a party to any misdemeanor or felony criminal matter, other than minor traffic safety violations for which no arrest was made, in which you were charged, convicted, served probation, participated in deferred adjudication, or other program to avoid a conviction, or made restitution or participated in pre-trial diversion or other program to avoid prosecution? This includes if you have ever been arrested for any matters for which you are out on bail or on your own recognizance pending trial. <input type="checkbox"/> Yes or <input type="checkbox"/> No
Criminal Records: if you answered Yes to either of the above two questions, please provide the date(s) and describe that criminal record so the individual circumstances can be considered.



## APPLICANT'S CERTIFICATION AND AGREEMENT

I hereby certify that the facts set forth in the above employment application (and resume if included) are true and complete to the best of my knowledge and that if I am hired, falsified statements of any kind or omissions of facts called for on this application (and resume if attached) shall be considered sufficient basis for dismissal.

I fully authorize all persons listed above (and within my resume if included) to give Employer Flexible HR, LLC any and all information requested to verify their accuracy and to obtain reference information on my work performance. I hereby release Employer Flexible HR, LLC from any/all liability of whatever kind and nature which, at any time, could result from obtaining and having an employment decision based on such information.

I understand that should an employment offer be extended to me and accepted that I will fully adhere to the policies, rules, and regulations of employment of Employer Flexible HR, Inc. and its client. However, I further understand that neither the policies, rules, regulations of employment, nor anything said during the interview process shall be deemed to constitute the terms of an implied employment contract. I understand that any employment offered is for an indefinite duration and at will and that either I or the Employer may terminate my employment at any time with or without notice or cause.

I understand that Employer Flexible HR, LLC and its client have agreed that Employer Flexible HR, LLC will provide workers' compensation insurance coverage for its employees. In the event of an injury in the workplace, I agree that my sole remedy lies in coverage under Employer Flexible HR, LLC's workers' compensation insurance policy.

I understand and agree that, subject to applicable law, I may be required to take a drug and alcohol screening test. I hereby give my voluntary consent for a urine and / or blood sample to be collected from me and submitted for testing. I also consent to the release of the test results to Employer Flexible HR, LLC and / or its client company. I understand that any positive drug or alcohol result may preclude my employment.

Applicant Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Applicant Name Printed: \_\_\_\_\_