



Employment Application

Applicant Information

Full Name: _____ Date: _____
Last First M.I.

CURRENT ADDRESS _____
Street Address How Long there?

City State ZIP Code

PREVIOUS ADDRESS _____
Street Address How long there?

City State ZIP Code

Phone: () _____ E-mail : _____

Drivers Lic. #: _____ Exp: ___/___/___ State: _____ Soc.Sec. #: _____

Position Applied for: _____ Wage Desired? _____

Do you have any relative(s) employed with this company? Yes _____ No _____
If yes, please identify: _____

Are you a citizen of the United States?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If no, are you authorized to work in the U.S.?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Have you ever worked for this company?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If so, when? _____		
Have you ever been convicted of any crime other than minor traffic infractions?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Answering "yes" to this question will not automatically disqualify you from employment consideration. Convictions for marijuana-related offenses that are more than 2 years old need not be listed.		

If yes, explain: _____ Was this conviction a felony? YES NO

Are you currently out on bail or on your own recognizance pending trial? Yes _____ No _____

If Yes, explain: _____

Are you able to perform the essential functions of the job for which you are applying, either with or without reasonable accommodation? Yes ___ No ___. If no, describe the functions that cannot be performed: _____

Who referred you to this company? _____

Education

High School: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

College: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

Other: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

References

Please list two JOB/PROFESSIONAL references.

Full Name: _____ Relationship: _____

Company: _____ Phone: () _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: () _____

Address: _____

Please list three CHARACTER/PERSONAL references.

Full Name: _____ Relationship: _____

Address: _____ Phone: () _____

Full Name: _____ Relationship: _____

Address: _____ Phone: () _____

Full Name: _____ Relationship: _____

Address: _____ Phone: () _____

Previous Employment

Company: _____ Phone: () _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: () _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: () _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Skills & Qualifications

Summarize special skills and qualifications acquired from employment and or other experiences that may qualify you for work with our company.

Do you plan to continue your education? _____ If so, what will you take? _____

Disclaimer and Signature

I hereby certify that all of the foregoing information I have supplied in this application is true, correct and complete. Furthermore, I understand that any falsification or omission of information may lead to a non-offer of employment, or disciplinary action, up to and including termination, upon discovery thereof.

I hereby authorize Intelectric to solicit information regarding my character, general reputation, previous employment history, and to verify the information contained above, including salary information, and to further conduct background research, which may include, but not be limited to, criminal conviction history, education levels, and financial background information through the consumer credit bureaus.

Intelectric may request a consumer credit report in accordance with the FCRA and applicable state law. If you are not selected for employment for any reason relating to a review of your consumer credit history you will be so informed in writing. I release Intelectric from all liability for soliciting said information. I also understand that if, and only if, a Consumer Credit Report is requested in re my application for employment, a copy of this Consumer Credit Report will be mailed to me at the address contained on this application at no cost to me.

Intelectric is committed to a substance-free environment. Any violation of Intelectric’s substance abuse policy may lead to immediate dismissal. I further certify that I am not engaged in, nor will I engage in, any outside activity or business that could be considered in conflict with Intelectric’s interest.

Intelectric is an at will employer, its employees may discontinue their employment at anytime with or without notice. Intelectric may terminate any employee’s employment at any time, with or without notice, and or with or without cause.

I have read, understand, and agree to the conditions outlined above.

Signature: _____ Date: _____

I understand that in California, Minnesota, or Oklahoma if a Consumer Report/Investigative Consumer Report (including any Credit report) was requested, I may order a copy of such report and it will be mailed to me immediately: Yes, please send me a copy of my Report