

EMPLOYMENT APPLICATION

Desired Position	Today's Date M M / D D / Y Y
Date of Birth M M / D D / Y Y	SSN

Name (print)	LAST	FIRST	MIDDLE
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Present Address	STREET	APT	CITY	STATE	ZIP CODE
Previous Address	STREET	APT	CITY	STATE	ZIP CODE
How long have you lived there?			PRESENT	PREVIOUS	

Cell Phone	()
Home/ Other	()
E-Mail Address	

Are you fluent in English? <input type="checkbox"/> Yes <input type="checkbox"/> No	Gender: <input type="checkbox"/> F <input type="checkbox"/> M	
Are you fluent in other languages? Please list:		
Do you have adequate transportation to and from work? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Means of transportation:		
Driver License Number	State	Exp. Date

Have you ever used another name? <input type="checkbox"/> Yes <input type="checkbox"/> No If name is relevant to enable a check on your work and educational record, please explain:
Have you ever been terminated or asked to resign from any job? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please explain circumstances:
How many days of work have you missed in the last year? Please explain any gaps in your employment history:
May we contact your current employer? <input type="checkbox"/> Yes <input type="checkbox"/> No If No, please explain:

Have you ever worked for us before? Yes No If yes, please give date and position:

If hired, can you furnish proof that you are over 18 years of age? Yes No Are you legally authorized to work in the United States? Yes No

Are you capable of performing the essential job duties required of the position for which you are applying for? Yes No

Please indicate any actual experience, training, and qualifications you have which are relevant to the position that you are applying for:
<hr/> <hr/> <hr/> <hr/>

<u>This Section is for Employer's Record Only</u>	
Position: _____	Shift: _____
Relevance to job: _____	Pay Rate: _____
When can candidate start: _____	Meets Qualifications: <input type="checkbox"/> Yes <input type="checkbox"/> No

RECORD OF PREVIOUS EMPLOYMENT

Please list the names of your present or previous 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 name of firm and supply business references. [Ask additional page if necessary]. Please do not leave blank, we require information that may not be on your resume.

PRESENT OR LAST EMPLOYER	EMPLOYMENT DETAILS	PAY RATE	CONTACT NAME	STATUS
COMPANY NAME <hr/> ADDRESS <hr/>	JOB TITLE <hr/>	START \$	HR ADMINISTRATOR <hr/> DIRECT TELEPHONE/EXTENSION <hr/>	STATUS OF EMPLOYMENT <hr/> REASON FOR SEPERATION <hr/>
CITY, STATE, ZIP <hr/> TELEPHONE <hr/>	FROM (MM / YYYY) <hr/> TO (MM / YYYY) <hr/>	FINAL \$	SUPERVISOR <hr/> TELEPHONE <hr/>	
COMPANY NAME <hr/> ADDRESS <hr/>	JOB TITLE <hr/>	START \$	HR ADMINISTRATOR <hr/> DIRECT TELEPHONE/EXTENSION <hr/>	STATUS OF EMPLOYMENT <hr/> REASON FOR SEPERATION <hr/>
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CITY, STATE, ZIP <hr/> TELEPHONE <hr/>	FROM (MM / YYYY) <hr/> TO (MM / YYYY) <hr/>	FINAL \$	SUPERVISOR <hr/> TELEPHONE <hr/>	

EDUCATION

SCHOOL NAME	YEARS	DEGREE	COURSE OF STUDY OR MAJOR	TRAINING, EXPERIENCE, SKILLS, or EXTRACURRICULARS ACTIVITIES
College/University:	1 2 3 4			
Graduate/Professional:	1 2 3 4			
High School:	9 10 11 12			
Trade or Correspondence:				
Other:				

REFERENCES

(Please give information of people who would be most knowledgeable of your work performance)

NAME	COMPANY NAME	CONTACT'S TITLE	NUMBER & E-MAIL	RELATIONSHIP	YEARS KNOWN

THIS APPLICATION WILL BE CONSIDERED ACTIVE FOR A MAXIMUM OF ONE (1) YEAR. IF YOU WISH TO BE CONSIDERED FOR EMPLOYMENT AFTER THAT TIME, YOU MUST REAPPLY.

I CERTIFY THAT ALL OF THE INFORMATION THAT I HAVE PROVIDED ON THIS APPLICATION IS TRUE AND ACCURATE.

DATE

SIGNATURE OF APPLICANT

APPLICANT'S STATEMENT & AGREEMENT

In the event of my employment to a position in this Company, I will comply with all rules and regulations of this Company. I understand that the Company reserves the right to conduct employment screenings prior to or during my employment to the extent permitted by law, including, but not limited to drug test, background check, and physical exam. I also understand that any offer of employment may be contingent upon the passing of these screenings. I consent to the disclosure of the results of any physical examination, screenings and related tests to the Company as well as the Client Company where I may work on assignment and/or be considered for a permanent position. I also understand that I may be required to take other tests such as personality and honesty tests, prior to and during my employment. I understand that should I decline to sign this consent or take any of the above tests, my application for employment may be rejected or my employment may be terminated. I understand that bonding may be a condition of hire. If it is, I will be so advised either before or after hiring and a bond application will have to be completed.

I further understand that the Company may obtain Public Records about me as part of a background investigation and that I may request a copy for my record.

(If you request a copy for your records please mark here)

I further understand that the Company may contact my previous employers. I authorize those employers to disclose to the Company all records and information pertinent to my employment with them. In addition to authorizing the release of any information regarding my employment, I hereby waive any rights or claims I have or may have against my former employers, their agents, employees, and representatives, as well as other individuals who release information to the Company, and release them from any and all liability, claims, or damages that may directly or indirectly result from the use, disclosure, or release of any such information by any person or party, whether such information is favorable or unfavorable to me. I authorize the persons named herein as personal references to provide the Company with any pertinent information they may have regarding me.

I hereby state that all the information that I have provided on this application or any other documents completed in connection with my employment, and in any interview is true and accurate. I have withheld nothing that would, if disclosed, affect this application unfavorably. I understand that if I am employed and any information provided to the Company is found to be false or incomplete in any respect, I may be dismissed.

I further agree and acknowledge that the Company and I will utilize binding arbitration to resolve all disputes that may arise out of the employment context. Both the Company and I agree that any claim, dispute, and/or controversy that either I may have against the Company (or its owners, directors, officers, managers, employees, agents, and parties affiliated with its employee benefit and health plans) or the Company may have against me, arising from, related to, or having any relationship or connection whatsoever with my seeking employment with, employment by, or other association with the Company shall be submitted to and determined exclusively by binding arbitration under the Federal Arbitration Act, in conformity with the procedures of the California Arbitration Act (Cal. Code Civ. Proc. sec 1280 et seq., including section 1283.05 and all of the Act's other mandatory and permissive rights to discovery). Included within the scope of this Agreement are all disputes, whether based on tort, contract, statute (including, but not limited to, any claims of discrimination and harassment, whether they be based on the California Fair Employment and Housing Act, Title VII of the Civil Rights Act of 1964, as amended, or any other state or federal law or regulation), equitable law, or otherwise, with exception of claims arising under the National Labor Relations Act which are brought before the National Labor Relations Board, claims for medical and disability benefits under the California Workers' Compensation Act, Employment Development Department claims, or as otherwise required by state or federal law. Nothing herein, however, shall prevent me from filing and pursuing proceedings before the California Department of Fair Employment and Housing, or the United States Equal Employment Opportunity Commission (although if I choose to pursue a claim following the exhaustion of such administrative remedies, that claim would be subject to the provisions of this Agreement). In addition to any other requirements imposed by law, the arbitrator selected shall be a retired California Superior Court Judge, or otherwise qualified individual to whom the parties mutually agree, and shall be subject to disqualification on the same grounds as would apply to a judge of such court. All rules of pleading (including the right of demurrer), all rules of evidence, all rights to resolution of the dispute by means of motions for summary judgment, judgment on the pleadings, and judgment under Code of Civil Procedure Section 631.8 shall apply and be observed. Resolution of the dispute shall be based solely upon the law governing the claims and defenses pleaded, and the arbitrator may not invoke any basis (including but not limited to, notions of "just cause") other than such controlling law. The arbitrator shall have the immunity of a judicial officer from civil liability when acting in the capacity of an arbitrator, which immunity supplements any other existing immunity. Likewise, all communications during or in connection with the arbitration proceedings are privileged in accordance with Cal. Civil Code Section 47(b). As reasonably required to allow full use and benefit of this agreement's modifications to the Act's procedures, the arbitrator shall extend the times set by the Act for the giving of notices and setting of hearings. Awards shall include the arbitrator's written reasoned opinion. **I understand and agree to this binding arbitration provision and both I and the Company give up our right to trial by jury of any claim I or the Company may have against each other.**

If hired, I also agree as follows: My employment and compensation is terminable at-will, is for no definite period, and my employment and compensation may be terminated by either the Company (employer) or me at any time and for any reason whatsoever, with or without good cause.

This is the entire agreement between the Company and me regarding dispute resolution, the length of my employment, and the reasons for termination of employment, and this agreement supersedes any and all prior agreements regarding these issues. It is further agreed and understood that any agreement contrary to the foregoing must be entered into, in writing, by the President of the Company. No supervisor or representative of the Company, other than its President, has any authority to enter into any agreement for employment for any specified period of time or make any agreement contrary to the foregoing. Oral representations made before or after you are hired do not alter this Agreement.

If any term or provision, or portion of this Agreement is declared void or unenforceable it shall be severed and the remainder of this Agreement shall be enforceable.

IF YOU HAVE ANY QUESTIONS REGARDING THIS STATEMENT, PLEASE ASK A COMPANY REPRESENTATIVE BEFORE SIGNING.

I HEREBY ACKNOWLEDGE THAT I HAVE READ THE ABOVE STATEMENTS AND UNDERSTAND THE SAME. DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE STATEMENT & AGREEMENT.

DATE

SIGNATURE OF APPLICANT