



Employment
Application

Name _____ SS# _____ - _____ - _____

Position applied for: _____ Date: _____

Current Address:

Street _____ City _____ State _____ Zip Code _____

Apartment No. _____ Telephone No. _____ Referred by _____

Are you over the age of 18? Yes No If not, state age _____

Do you want to work Full Time Part Time If part time, specify days and hours _____

Are you willing to work overtime as necessary? Yes No

Date you can start: _____ Salary Desired _____

Have you ever been employed by us? Yes No

If yes, when? _____

Is there anything that would prevent you from performing in a reasonable and safe manner the activities involved in the position for which you have applied?

Yes No If yes, please explain:

Have you ever been convicted of a crime? Yes No If yes, state nature of offense, when, where, and disposition.

A conviction record will not necessarily be a bar to employment. This information will be used only for job-related purposes and only to the extent permitted by applicable law.

Federal Laws require that employees hire only individuals who are authorized to be lawfully employed in the United States. In compliance with such laws, Indexx will verify the status of every individual offered employment with the company. In this connection, all offers of employment are subject to verification of the applicant's identity and employment authorization, and it will be necessary for you to submit documents as are required by law to verify your identification and employment authorization upon employment.

Do you have the legal right to work and remain in the United States? Yes No

State name(s) of any relative(s) in our employ and your relationship to them:

Record of Education

School	Name and Address of School	Course of Study	# of years Completed	Did you graduate?	Diploma Degree Received

Prior Work History

(List in order, last or current employer first.) Account for any gaps in your employment.

Dates From To	Name, Address and Telephone Number of Employer	Rate of Pay Start/Finish	Supervisor's Name/Title	Reason for Leaving

Describe in detail the work you performed. (If you need more room to complete your prior work history, use additional sheets of paper.)

Military Service Record

Have you ever been in the U.S. Armed forces? Yes No

List duties in the service, including special training that is relevant for the position for which you have applied.

Personal References (excluding relatives)

Name and Occupation	Dates Known	Address	Telephone Number

Please read the below application certification statement

I certify to the fact that the answers given by me are true and correct to the best of my knowledge and ability. I agree and understand that any falsification of information on this application may be grounds for immediate disqualification for consideration of employment and/or if employed by this company, regardless of time and discovery, may cause forfeiture on my part of any employment. I understand the information on this application is subject to verification and I consent to criminal background checks. I also consent that the company may contact my references, former employers and educational institutions listed on this application. I authorize the references I have disclosed to release any information related to my work record and my professional experiences with them, without giving me prior notice of such disclosure. I understand that this document does not create an expressed or implied contract of employment. I understand that if I am employed, my employment is not definite and can be terminated any time either with or without prior notice, and by either me or the company

Applicant Signature: _____ **Date:** _____