

APPLICATION FOR EMPLOYMENT



We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, sexual orientation, age, disability, marital, or veteran status, or any other legally protected status.

INSTRUCTIONS: Using the tab key, highlight each field and enter the appropriate information.

PERSONAL INFORMATION

Name (Last) (First) (Middle)	Today's Date 7/11/03
Street Address	Home Phone
City, State, Zip Code	Other Phone
Have you ever applied for employment with us? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please list month and year:	E-mail Address
Are you available for full-time work? <input type="checkbox"/> Yes <input type="checkbox"/> No If not, what hours can you work?	Social Security Number
Referred by:	Are you available to work overtime if asked? <input type="checkbox"/> Yes <input type="checkbox"/> No
If hired, are you able to show proof that you are legally eligible to work in the United States for any employer? <input type="checkbox"/> Yes <input type="checkbox"/> No (Supporting documentation will be required prior to the commencement of employment)	When are you available to begin work?

EMPLOYMENT HISTORY

List your previous work experience for the last five (5) years, beginning with your current or most recent position. Do not leave any gaps in your employment history. If you need additional space, please attach additional pages.

Employer:	Job Title:	Salary: per <input type="checkbox"/> year <input type="checkbox"/> hour
Supervisor Name:	Title:	Phone:
Hire Date:	Last day worked:	Reason for leaving:
Responsibilities:		

Employer:	Job Title:	Salary: per <input type="checkbox"/> year <input type="checkbox"/> hour
Supervisor Name:	Title:	Phone:
Hire Date:	Last day worked:	Reason for leaving:
Responsibilities:		

Employer:	Job Title:	Salary: per <input type="checkbox"/> year <input type="checkbox"/> hour
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Employer:	Job Title:	Salary: per <input type="checkbox"/> year <input type="checkbox"/> hour
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Employer:	Job Title:	Salary: per <input type="checkbox"/> year <input type="checkbox"/> hour
Supervisor Name:	Title:	Phone:
Hire Date:	Last day worked:	Reason for leaving:
Responsibilities:		

ADDITIONAL EMPLOYMENT HISTORY INFORMATION

May we contact your current employer? Yes No
If no, at what point may we contact him/her?

Have you ever been fired or forced to resign from any employment? Yes No
If yes, please explain:

EDUCATION

School	Name & Location of School <input type="checkbox"/> Course of Study <input type="checkbox"/> Number of years completed <input type="checkbox"/> Did you graduate? <input type="checkbox"/> Graduate <input type="checkbox"/> <input type="checkbox"/> Yes <input type="checkbox"/> College/University <input type="checkbox"/> <input type="checkbox"/> Yes			
Business/Trade/Technical				Yes
High School				Yes

ADDITIONAL INFORMATION

Describe any specialized training, apprenticeship, skills, and extra-curricular activities:

List professional, trade, business, or civic activities and offices held: *You may exclude membership which would reveal gender, race, religion, national origin, age, ancestry, disability or other legally protected status.*

Other qualifications: *Summarize special job-related skills and qualifications acquired from employment or other experience.*

PROFESSIONAL REFERENCES

*Please list four (4) professional references, at least **two** (2) of which should be former managers/supervisors.*

Name	Company	Phone	Title	Relationship/Years Known

APPLICANT’S STATEMENT

I hereby certify that the answers given herein are true and complete.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an “at will” nature, which means that the Employee may resign at any time and the Employer may discharge the Employee a any time with or without cause. It is further understood that this “at will” employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the Employer.

I have provided the references above for the use of MACROSEARCH/MACROSTAFF and their clients. I understand that the information obtained will be made available by MACROSEARCH/MACROSTAFF to companies they are contacting on my behalf. I release MACROSEARCH/MACROSTAFF, its subsidiaries, divisions, affiliates, agents, representatives, officers, employees, and all other persons, entities, and corporations, from any and all known and/or unknown claims, demands, damages, causes of action, and attorney fees, which now or hereafter may arise out of MACROSEARCH/MACROSTAFF obtaining or providing this reference information. I further authorize you MACROSEARCH/MACROSTAFF to contact all of my previous employers, educational institutions, and references for full information regarding my employment history and other information pertinent to my application.

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Signature of Applicant (at in house interview)

Date