

Human Services, Inc.

APPLICATION FOR EMPLOYMENT

Human Services, Inc. is an equal opportunity employer. Applicants are considered for employment without regard to race, color, religion, sex, age, disability, national origin, or any other basis prohibited by law, unless such basis constitutes a *bona fide* occupational qualification. **Human Services, Inc.** will comply with its legal obligation to provide reasonable accommodation to qualified individual with disabilities.

Date of Application _____

PLEASE PRINT

Name _____
LAST FIRST MIDDLE

Address _____
NUMBER STREET CITY STATE ZIP CODE

Telephone (____) _____ Email Address: _____

If you have resided at your present address less than seven (7) years, list your previous address:

Address _____
NUMBER STREET CITY STATE ZIP CODE

Address _____
NUMBER STREET CITY STATE ZIP CODE

Address _____
NUMBER STREET CITY STATE ZIP CODE

Address _____
NUMBER STREET CITY STATE ZIP CODE

Position(s) Applying For _____

Are you available to work: Full-Time Part-Time Temporary

Date you are available to start _____ Are you willing to travel if necessary? _____

Have you been employed here before? Yes No If yes, what date(s) _____

Do you have any relatives or friends that are employed here? Yes No If yes, please list their name and relationship. _____

Are you legally authorized to work in the United States? Yes No

Will you now or in the future require sponsorship for employment visa status (e.g., H-1B visa status)? Yes No

Are you 18 years old or older? Yes No

EMPLOYMENT RECORD

Starting with your present or most recent job, list all your employment experience for at least the last 10 years. You may include job-related military service assignments and volunteer activities that reflect your qualifications for employment. Explain any gaps in employment in the Comments Section below.

| | | |
|----------------------|--------------------|---------------------|
| Employer | Employment Dates | Job Duties: |
| | From: | |
| Address | To: | |
| Telephone() | Salary/Hourly Rate | Reason for Leaving: |
| Job Title | Starting: | |
| Immediate Supervisor | Final: | |
| Employer | Employment Dates | Job Duties: |
| | From: | |
| Address | To: | |
| Telephone() | Salary/Hourly Rate | Reason for Leaving: |
| Job Title | Starting: | |
| Immediate Supervisor | Final: | |
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| Telephone() | Salary/Hourly Rate | Reason for Leaving: |
| Job Title | Starting: | |
| Immediate Supervisor | Final: | |

If you need additional space, please continue on a separate sheet of paper.

Comments related to Employment History: _____

May we contact the employers listed above? Yes No If no, indicate which one(s) you do NOT wish us to contact and state the reason why you prefer that we do not contact the employer(s) _____

APPLICANT'S STATEMENT

(Please indicate that you have read and understand each paragraph of the Applicant's Statement by placing your initials beside each paragraph.)

Initials

_____ I certify that this application was completed by me and that all entries and information in it are TRUE and COMPLETE to the best of my knowledge. I understand that false, misleading or omitted information in my application may result in the rejection of my application, the revocation of an offer of employment, or discharge.

_____ I authorize the investigation of all statements contained in this application as may be necessary in arriving at an employment decision. I understand that an investigation may be made, and information may be obtained through interviews with personal references and past employers, through a credit check, a criminal history check and/or a driver's record check. This inquiry may include information as to, among other things, my character, general reputation and personal characteristics, as well as information about my work performance and workplace conduct. I consent to this investigation and to the consideration of any statements of references, former employers or others that are given in response to the inquiry. If Human Services, Inc. decides to obtain a consumer credit report I understand that Human Services, Inc. will provide, at my request, the name and address of the reporting agency so I may obtain from such reporting agency the nature and substance of information contained in such report.

_____ I hereby release all parties, including but not limited to Human Services, Inc., personal references and previous employers, from liability for any injury or damage that may result from their furnishing information concerning me or any action Human Services, Inc. takes on the basis of such information.

_____ I understand that, if I am offered a job, as a condition of beginning my employment, I may be required to undergo a physical examination and drug screen, and I hereby authorize any doctor, hospital, clinic, laboratory and/or other medical facility to furnish any medical information with reference to me as may be necessary in conjunction with that examination and related considerations.

_____ I understand that, according to federal law, all individuals who are hired must, as a condition of employment, produce certain documentation to verify their identity and United States citizen status or, if aliens, their legal authorization to work in the United States. As a consequence, I understand that any offer of employment to me is contingent upon my ability to produce the required documentation within the time period required by law.

_____ I understand that this application is not, and is not intended to be, a contract of employment and that any resulting employment is for no fixed period of time and is terminable at any time and for any reason by me or by Human Services, Inc. I further understand that statements which may be contained in policies, practices, handbooks or other material do not create any guarantee of employment and that Human Services, Inc. has the right to modify, amend or terminate policies, practices, benefit plans or other programs within the limits and requirements imposed by law. I understand that no representative of Human Services, Inc., other than an officer, has the authority to enter into any agreement for any specific period of time or to make any agreement contrary to the foregoing and that any such agreement must be in writing to be binding.

_____ I understand that, upon employment, I will sign an agreement relating to confidential information, if required.

_____ I certify that I am not bound by any employment contract or non-competition agreement that would be breached by any employment that might be offered to me by the Company, nor am I in possession of nor will I at anytime reveal to the Company, under any circumstances, any proprietary or confidential information that is the subject of any contract, non-disclosure agreement or prior work relationship involving any other person or entity.

Signature of Applicant

Date

THIS APPLICATION WILL NOT BE CONSIDERED ACTIVE AFTER 12 MONTHS.