



## Employment Application

Please Print

Name: \_\_\_\_\_

Home Telephone: (\_\_\_\_\_) \_\_\_\_\_ Business Telephone: (\_\_\_\_\_) \_\_\_\_\_

May we contact you at work? Yes\_\_\_ No\_\_\_

Cell Phone: (\_\_\_\_\_) \_\_\_\_\_ Email Address: \_\_\_\_\_

Present Address:

Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Permanent Address (if different):

Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

### Employment Desired

Position applying for: \_\_\_\_\_ Salary desired: \_\_\_\_\_

Type of employment desired: \_\_\_\_\_ Full-Time \_\_\_\_\_ Part-Time \_\_\_\_\_ Temporary

When will you be available? From \_\_\_\_\_ To \_\_\_\_\_

If hired, on what date can you start work? \_\_\_\_\_

### Personal Information

Are you able to perform the essential functions of the job for which you are applying? Yes\_\_\_ No\_\_\_

If no, describe the functions that cannot be performed:

\_\_\_\_\_  
\_\_\_\_\_

Are you at least 18 years old? Yes\_\_\_ No\_\_\_

(If under 18, hire is subject to verification that you are of minimum legal age or have a work permit.)

Are you legally eligible for employment in this country? Yes\_\_\_ No\_\_\_

I understand that if I am hired, I will be required within three days to provide proof of identity and legal authority to work in the United States and that federal immigration laws require me to complete an I-9 Form in this regard. \_\_\_\_\_ (Initial)

I understand that Shemss, inc ensures equal employment opportunity for all qualified persons regardless of their race, color, religion, sex, national origin, sexual orientation, status as a qualified individual with a disability or Vietnam era or other protected veteran, and any other category protected by law. \_\_\_\_\_ (Initial)

Will you travel if job requires it? Yes\_\_\_ No\_\_\_

Would you be available to work overtime, if necessary? Yes\_\_\_ No\_\_\_

Are you currently employed? Yes\_\_\_ No\_\_\_

If so, may we contact your current employer? Yes\_\_\_ No\_\_\_

Were you referred to Shemss, inc by someone? Yes\_\_\_ No\_\_\_

If yes, by whom: \_\_\_\_\_

Have you ever applied to or worked for Shemss, inc before? Yes\_\_\_ No\_\_\_

If yes, when? \_\_\_\_\_

Do you have any friends or relatives working for Shemss, inc? Yes\_\_\_ No\_\_\_

If yes, state name(s) and relationship(s): \_\_\_\_\_

Have you ever been convicted of a criminal offense (felony or serious misdemeanor)? Yes\_\_\_ No\_\_\_

If yes, state nature of the crime(s), when and where convicted and disposition of the case(s):

Note: Applicant will be denied employment solely on the grounds of conviction of a criminal offense. The nature of the offense, the date of the offense, the surrounding circumstances and the relevance of the offense to the position(s) applied for may, however, be considered.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Have you ever been reprimanded or disciplined in any way at any prior employer for sexual harassment, employment discrimination or any other inappropriate or prohibited workplace conduct? Yes\_\_\_ No\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Education, Training and Experience**

	School Name and Address	No. of Years Completed	Did You Graduate?	Diploma
High School	_____	_____	Yes___ No___	_____
College/University	_____	_____	Yes___ No___	_____
Vocational/Business	_____	_____	Yes___ No___	_____

List special accomplishments, awards, etc  
Please include only membership in job-related professional organizations

\_\_\_\_\_  
\_\_\_\_\_

Do you have any special training, skills, licenses and/or certificates that may qualify you as being able to perform job-related functions in the position for which you are applying?

\_\_\_\_\_  
\_\_\_\_\_

**References:**

List below three persons not related to you who have knowledge of your work performance within the last three years.

Name	Telephone Number	Address	Occupation	No. of Yrs Acquainted
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### **Employment History**

List below all present and past employment starting with your most recent employer (last 10 years is sufficient). Account for all periods of unemployment. You must complete this section even if attaching a resume. Please do not write: "See Resume."

Employer	Telephone number	Dates Employed From                      To	Summarize the type of work performed and responsibilities:
Address			
Job Title	Hourly Rate or Salary		
Immediate supervisor and title	Starting: \$                      per		
Reason for leaving	Last Bonus/Other pay		
May we contact for references? Yes _____ No _____	Final: \$                      per		

Employer	Telephone number	Dates Employed From                      To	Summarize the type of work performed and responsibilities:
Address			
Job Title	Hourly Rate or Salary		
Immediate supervisor and title	Starting: \$                      per		
Reason for leaving	Last Bonus/Other pay		
May we contact for references? Yes _____ No _____	Final: \$                      per		

Employer	Telephone number	Dates Employed From                      To	Summarize the type of work performed and responsibilities:
Address			
Job Title	Hourly Rate or Salary		
Immediate supervisor and title	Starting: \$                      per		
Reason for leaving	Last Bonus/Other pay		
May we contact for references? Yes _____ No _____	Final: \$                      per		

**Please Read Carefully, Initial Each Paragraph and Sign Below**

\_\_\_\_\_ I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment and that the answers given by me are true and correct to the best of my knowledge. I further certify that I, the undersigned applicant, have personally completed this application. I understand that any omission or misstatement of material fact on this application or on any document used to secure employment shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before or after discovery.

\_\_\_\_\_ I hereby authorize the company to thoroughly investigate my references, work record, education and other matters related to my suitability for employment and, further, authorize the references I have listed to disclose to the company any and all letters, reports and other information related to my work records, without giving me prior notice of such disclosure. In addition, I hereby release the company, my former employers and all other persons, corporations, partnerships and associations from any and all claims, demands or liabilities arising out of or in any way related to such investigation or disclosure.

\_\_\_\_\_ I understand and agree that if I am employed, my employment is at will and is for no definite or determinable period and may be terminated at any time, with or without cause or prior notice, at the option of either myself or the company, and that no promises or representations contrary to the foregoing are binding on the company unless made in writing, specifically described as an "employment contract" or "employment agreement", and signed by me and the President of the Company.

\_\_\_\_\_ I also understand that if I am hired, I will be required to provide proof of identity and legal authority to work in the United States and that federal immigration laws require me to complete an I-9 Form in this regard within 72 hours of my date of hire and can be subject to withdrawal of employment offer if I do not provide said proof of identity and legal authority to work in the United States.

\_\_\_\_\_ I am aware that Shemss, inc does not discriminate any qualified applicant for employment on the basis of race, gender, national origin, marital status, religion, sexual orientation, disabled and/or veteran status, or any other category protected by law.

Date of Application \_\_\_\_\_

Applicant's Signature \_\_\_\_\_