

# hire-authority

Equal Employment Opportunity Policy: It is the policy and practice of the company to abide by all anti-discrimination laws provided for by federal, state, and local statutes and regulations. It is also the policy and practice of the company to provide and promote equal employment opportunities for all applicants and employees. It is also the policy and practice of the company to hire, train, promote, compensate and administer all employment practices without regard to race, color, religion, sex, national origin, age, marital status, medical condition, veteran status, sexual orientation, or disability unrelated to the ability to perform the essential functions of a job. Furthermore, the company is committed to complying with the Americans With Disabilities Act. If you believe you need a reasonable accommodation in order to apply for or to complete an application for employment due to the fact that you have a disability, please notify the company within three (3) days of your application of your specific needs for a reasonable accommodation so that the company can assist you where appropriate. If an applicant requests an accommodation for purposes of completing the job application process, the company reserves the right to require the applicant to furnish documentation from an appropriate professional (e.g., a doctor, rehabilitation counselor, etc.) confirming that the applicant has a disability or concerning their functional limitations for which a reasonable accommodation is requested.

In order that your application may be properly evaluated, it is essential that all of the following questions be answered carefully and completely. If you need more space for your answers, please attach a separate sheet. Feel free to add any additional information, which will help us in placing you where you are best qualified. Please print in ink or use a typewriter.

NAME: \_\_\_\_\_ SOCIAL SECURITY NO: \_\_\_\_\_  
Last First Initial

HOME ADDRESS: \_\_\_\_\_  
No. Street City State Zip

Home Phone No. \_\_\_\_\_ Work Phone No. \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_ Cell Phone and/or Pager No. \_\_\_\_\_

Notification of Emergency: \_\_\_\_\_ E-mail account: \_\_\_\_\_  
Contact Area Code & Phone No.

Other names under which you have been employed: \_\_\_\_\_ How did you hear about us : \_\_\_\_\_

Are you willing to relocate? \_\_\_\_\_yes \_\_\_\_\_no. If yes, within state or outside state? \_\_\_\_\_

## EDUCATION

Type	Name & Location of School	Diplomas, Degrees
High School		
Vocational/Technical		
College/University		
Graduate School		
Other		

## PROFESSIONAL REFERENCES

1. Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
2. Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
3. Name: \_\_\_\_\_ Phone: \_\_\_\_\_

## CERTIFICATION

State \_\_\_\_\_ Number \_\_\_\_\_  
State \_\_\_\_\_ Number \_\_\_\_\_  
State \_\_\_\_\_ Number \_\_\_\_\_

If the answer to any of the following questions is yes, please provide details on a separate sheet. An answer of yes will not disqualify an applicant for job consideration.

1. Have you ever been convicted of a criminal felony or misdemeanor (except minor traffic offenses)? \_\_\_\_\_yes \_\_\_\_\_no
2. Has your license ever been investigated, suspended, or revoked? \_\_\_\_\_yes \_\_\_\_\_no
3. Have there been or are there any current, pending investigations, incidents, claims, suits, settlements, or arbitration proceedings?  
\_\_\_\_\_yes \_\_\_\_\_no
4. Have you ever been subject of any other professional sanctions not documented above? \_\_\_\_\_yes \_\_\_\_\_

## **EMPLOYMENT PROFILE**

**Please document employment history for at least the prior 5 years**

May we contact your present employer?      yes      no

Present Employer: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: (    ) \_\_\_\_\_

Employment Dates: From: \_\_\_\_\_ To: \_\_\_\_\_

Position Held: \_\_\_\_\_

Immediate Supervisor: \_\_\_\_\_

Pay Rate: Start: \_\_\_\_\_ Current: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

Previous Employer: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: (    ) \_\_\_\_\_

Employment Dates: From: \_\_\_\_\_ To: \_\_\_\_\_

Position Held: \_\_\_\_\_

Immediate Supervisor: \_\_\_\_\_

Pay Rate: Start: \_\_\_\_\_ Finish: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

Previous Employer: \_\_\_\_\_

Address : \_\_\_\_\_

Telephone: (    ) \_\_\_\_\_

Employment Dates: From: \_\_\_\_\_ To: \_\_\_\_\_

Position Held: \_\_\_\_\_

Immediate Supervisor: \_\_\_\_\_

Pay Rate: Start: \_\_\_\_\_ Finish: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

Previous Employer: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: (    ) \_\_\_\_\_

Employment Dates: From: \_\_\_\_\_ To: \_\_\_\_\_

Position Held: \_\_\_\_\_

Immediate Supervisor: \_\_\_\_\_

Pay Rate: Start: \_\_\_\_\_ Finish: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

I understand, agree, and acknowledge that any employment relationship that may result from this application will be of an "at-will" nature only, which means that I may resign at any time and for any reason and that the company may terminate my employment at any time and for any reason with or without cause. I also understand, agree, and acknowledge that no employee of the company has any authority whatsoever to make any promises or arrangements with me that change the "at will" nature of any employment relationship that may result between myself and the company.

Applicants Initials: \_\_\_\_\_

In the event of my potential employment, I understand, agree, and acknowledge that; (1) any false, omitted, or misleading information provided by me either in my resume, on this job application form, or in interviews may result in my discharge at any time in the future; (2) I am required to abide by all personnel policies, rules, and regulations of the company if I am hired; (3) I authorize the investigation of all statements by the company and/or its agents contained in this application, my résumé, or made during any interview as may be necessary in arriving at any employment decision with respect to my application; (4) this application shall be considered active for a period of time not to exceed six months, and should I wish to be considered for employment beyond this time period I agree to submit an additional application in the future; (5) I consent to a pre-employment drug screen, and I acknowledge that if at anytime the company may withdraw and revoke any offer of employment; and (6) I authorize Hire-Authority to release information contained in this application or obtained by Hire-Authority pursuant to its credentials verification process to any affiliate, customer, payor, or contractor of Hire-Authority; and (7) I authorize Hire-Authority to run a background investigational screening. I certify that all answers and information given herein are true and complete to the best of my knowledge.

Applicants Initials \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_