



PROFESSIONAL EQUITIES, INC.

APPLICATION OF EMPLOYMENT

It is the policy of this company to provide equal employment opportunities to all qualified persons without regard to race, creed, color, religious belief, sex, age, national origin, any disability as defined in the Americans with Disabilities Act, or veteran status or any other legally protected status.

Note: Please type or print your answers. If you print, please do so in blue or black ink and write neatly. An illegible application may preclude you from consideration.

PERSONAL INFORMATION

First Name _____ Middle Initial _____ Last Name _____

Current Address:

Street and Apt. # _____ City _____ State _____ Zip Code _____

Home phone: _____ Cell phone: _____ E-mail: _____

Social Security #: _____ - _____ - _____ Driver's License #: _____ State: _____

I am an U.S. Citizen or otherwise authorized to work in the United States on an unrestricted basis: *Proof of citizenship or immigration status will be required upon employment.* Yes No

If applicable, please list your visa type, visa # and expiration: _____

Have you ever been convicted of an offense other than a minor traffic violation? Yes No

If you answered yes, please state the offense, location, date & disposition: *Conviction will not necessarily disqualify an applicant from employment.*

Do you have the ability, with or without reasonable accommodations, to work overtime or to travel if travel and/or overtime are require by the job for which you are applying? Yes No

If No, please explain _____

Drivers License: State _____ Type _____ Currently Valid? Yes No

EMPLOYMENT DESIRED

Are you seeking full time part time temporary or summer employment?

Position applied for _____ Salary Desired _____

Date available to start _____

If under 18 years of age, can you provide required proof of your eligibility to work? Yes No

Have you ever filed an application with our company before? Yes No

Have you ever been employed by our company before? Yes No

Are you currently employed? Yes No

Are you currently on "lay-off" status and subject to recall? Yes No

How did you learn of our company and/or position? _____

Are you now, or do you expect to be, working in any other business or job? Yes No

If Yes, please explain _____

Are there any days or hours you would be unable or unwilling to work? Yes No

If Yes, please specify those days and hours you would be unable or unwilling to work _____

Is there any type of work which you will not perform? Yes No

If Yes, please explain _____

Last Name: _____ First Name: _____ Middle Initial: _____

EDUCATION

Name, Address & Location	Graduate?	Courses Studied
High School	Circle highest Grade completed 9 10 11 12 <input type="checkbox"/> Yes <input type="checkbox"/> No	Diploma:
College	Circle highest Grade completed 1 2 3 4 4+ <input type="checkbox"/> Yes <input type="checkbox"/> No	Major: Minor: Degree(s):
Trade School	Number of Months attended <input type="checkbox"/> Yes <input type="checkbox"/> No	Diploma or Certificate:

If you did not graduate, why did you leave high school or college? _____

Are you planning to pursue further studies? Yes No If so, when, where and what courses? _____

List any scholastic honors, offices held and activities involved in during high school and college. (please exclude those which may reflect race, sex, color, religion, national origin, disability, sexual orientation or other protected status) _____

Please describe any other special courses, seminars, or training which could enable you to perform the position for which you are applying. _____

MILITARY

Have you ever served in the U.S. Military? Yes No

If yes, please provide the following information:

Branch of Service: _____ Rank at time of separation: _____

Did you receive an Honorable discharge? Yes No

What duties, training or experience did you have while in the military which may be job related? _____

Special Honors: _____

CAPABILITY / RELIABILITY

Would you be willing and able to perform all of the tasks required by the job you are applying for? Yes No

If No, explain which tasks _____

Have you filed any type of fraudulent claim against any of your present or past employers? Yes No

If yes, please explain _____

Will you abide by the safety rules of this company? Yes No

Have you ever been disciplined for violating company safety rules or regulations? Yes No

If yes, please explain _____

How many days of work (or school) have you missed in the last two years? _____

How many times have you been late for work (or school) in the last two years? _____

Consistent attendance and punctuality are essential requirements of every job in our company. Would you be willing and able to report to work on time every day on a regular and consistent basis? Yes No

If no, please explain _____

Have you ever been disciplined or received verbal or written warnings for absenteeism or tardiness? Yes No

If yes, please explain _____

Have you ever been fired, or asked to resign from a job? Yes No If yes, please explain _____

Last Name: _____ First Name: _____ Middle Initial: _____

EMPLOYMENT HISTORY

Present or Most Recent Employer

Employer: _____ Address: _____

Telephone Number: _____ City, State Zip: _____

Your Position: _____ Salary: _____

Duties: _____

Dates of Employment: _____ to _____

Supervisor: _____ May we contact? Yes No
Name Title

Reason for Leaving: _____

Prior Employer

Employer: _____ Address: _____

Telephone Number: _____ City, State Zip: _____

Your Position: _____ Salary: _____

Duties: _____

Dates of Employment: _____ to _____

Supervisor: _____ May we contact? Yes No
Name Title

Reason for Leaving: _____

Prior Employer

Employer: _____ Address: _____

Telephone Number: _____ City, State Zip: _____

Your Position: _____ Salary: _____

Duties: _____

Dates of Employment: _____ to _____

Supervisor: _____ May we contact? Yes No
Name Title

Reason for Leaving: _____

Last Name: _____ First Name: _____ Middle Initial: _____

SPECIAL SKILLS

Do you type? Yes No Words Per Minute _____

Please list all software programs in which you are proficient, indicating how many years work experience you have with each: _____

List other computer skills, programming languages, or computer training you have had: _____

List other technical training, skills or work experience which may qualify you for a job with us: _____

Please describe why you are interested in working for our company and to list those skills and abilities which you feel particularly qualify you or a position with us. _____

Languages Spoken (other than English): _____

REFERENCES:

Give name, address and telephone number of three references who are not related to you and are not previous employers.

1. _____
2. _____
3. _____

I hereby certify that my answers and assertions set forth in this application are true and complete to the best of my knowledge. If I am employed, I understand that any false statements on this application shall be considered sufficient cause for my dismissal. I hereby authorize investigation of all statements contained in this application for employment as maybe 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 Employee at 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.

Signature: _____ **Date** _____

Company Use Only

Interviewed by:
Interviewers remarks:

Is the operation of a company vehicle a job requirement? Yes No
If yes to above, has a request for driver's record been made? Yes No



PROFESSIONAL EQUITIES, INC.

Authorization to Release Information

The below signed do hereby authorize the release of all information requested by Professional Equities, Inc., for the use in their employment screening process. This information is to be obtained from the appropriate sources and includes:

1. Credit Report
2. Verification of Employment (VOE)
3. Criminal background record check from appropriate state, county and or local municipality.
4. Driving record check from appropriate state agency

This release is given with my full consent and knowledge on this _____ day of _____, 20____.

Applicant Signature

Applicant SSN

Applicant Printed Name

Applicant Date of Birth

Home Street Address

City, State Zip