

Employment Application

APPLICANT INFORMATION			
Last Name	First	M.I.	Date
Street Address		Apartment/Unit #	
City	State	ZIP	
Phone	E-mail Address		
Name of Emergency Contact		Relation	Emergency Phone No.
Date Available			Desired Salary
Position Applied for			
Have you ever worked for this company? YES <input type="checkbox"/> NO <input type="checkbox"/> If so, when?			
Have you ever been convicted of a felony? YES <input type="checkbox"/> NO <input type="checkbox"/> If yes, explain			

JOB INFORMATION

LANGUAGE SKILLS (Other Than English, Check any Languages You Speak Fluently)

Spanish
 French
 German
 Other _____

CHECK THE DAYS OF THE WEEK YOU ARE AVAILABLE TO WORK (CHECK ALL THAT APPLY)

Monday
 Tuesday
 Wednesday
 Thursday
 Friday
 Saturday
 Sunday

CHECK THE SHIFT(S) YOU PREFER

Morning
 Evening
 On-Call

CHEK THE TYPE OF ASSIGNMENT YOU ARE AVAILABLE FOR:

Full-time
 Part-time
 Travel
 Direct Hire
 Permanent
 Temporary
 Temp to Hire

DESIRED SALARY _____

EDUCATION			
High School	Address		
[REDACTED]	Did you graduate?	YES <input type="checkbox"/> NO <input type="checkbox"/>	Degree
College	Address		
[REDACTED]	Did you graduate?	YES <input type="checkbox"/> NO <input type="checkbox"/>	Degree
Other	Address		
[REDACTED]	Did you graduate?	YES <input type="checkbox"/> NO <input type="checkbox"/>	Degree

LICENSE/CERTIFICATION				
License Type	License/Certification No.	State	Expiration Date	
License Type	License/Certification No.	State	Expiration Date	
License Type	License/Certification No.	State	Expiration Date	
License Type	License/Certification No.	State	Expiration Date	

Has your professional license ever been suspended, revoked or under investigation? Yes No

If Yes, Please Explain: _____

Please list any other work-related information you think would be helpful to us in considering you for employment, such as specialized training certification, additional work experience, etc.

CRIMINAL BACKGROUND

Have you ever been convicted of a crime? Yes No

If yes, explain number of conviction(s), nature of offense(s) leading to conviction(s), how recently such offense(s) was/were committed, sentence(s) imposed, and type(s) of rehabilitation.

REFERENCES

Please list three professional references.

Full Name	Relationship
Company	Phone ()
Address	

Full Name	Relationship
Company	Phone ()
Address	

Full Name	Relationship
Company	Phone ()
Address	

PREVIOUS EMPLOYMENT

Company	Phone ()	
Address	Supervisor	
Job Title	Starting Salary \$	Ending Salary \$

Responsibilities

From	To	Reason for Leaving
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May we contact your previous supervisor for a reference? YES NO



Handy Business Solutions, LLC

Innovative Staffing Solution

Company		Phone ()	
Address		Supervisor	
Job Title	Starting Salary \$	Ending Salary \$	
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			

Company		Phone ()	
Address		Supervisor	
Job Title	Starting Salary \$	Ending Salary \$	
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			

MILITARY SERVICE	
Branch	From To
Rank at Discharge	Type of Discharge
If other than honorable, explain	

ADDITIONAL INFORMATION
How were you referred to Handy Business Solutions?
<input type="checkbox"/> Newspaper <input type="checkbox"/> Job Fair/Open House <input type="checkbox"/> Other _____
<input type="checkbox"/> HBS Website <input type="checkbox"/> Search Engine _____

DISCLAIMER AND SIGNATURE
<p>I certify that my answers are true and complete to the best of my knowledge.</p> <p>If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.</p> <p>I authorize Handy Business Solutions to investigate my employment history, credentials and to obtain any relevant information (including a criminal background check if necessary) needed to make an employment decision. I authorize HBS to disclose this application along with any information about me obtained through reference checks or during the course of the interview process for state, federal contractual or accreditation audit purposes. I also authorize Handy Business Solutions to disclose any of my performance appraisals, disciplinary records or skills tests for the same purposes as above. I release Handy Business Solutions and any individual or entity providing information to Handy Business Solutions from all liability for any damages from the disclosure of this information.</p> <p>I also understand and agree that:</p> <ul style="list-style-type: none"> • Passing a medical examination and/or participating in a post-conditional offer medical screening may be required. If medical restrictions cannot be reasonably accommodated, I may not be hired, or if hired, employment may be terminated. • Subject to applicable state laws, the Company reserves the right to conduct drug screening and testing for reasonable suspicion at any time during employment and as a pre-employment requirement. Any violation of this policy shall result in an applicant not being hired or an adverse employment action up to and including immediate termination. HBS has the right to change this policy at any time as it requires.

HBS
Handy Business Solutions, LLC
Innovative Staffing Solution

I understand and agree that nothing contained in this employment application or in granting of an interview creates an employment contract between Handy Business Solutions and me for either employment or for providing of any benefit. No promises regarding employment have been made to me. If an employment relationship is established, I understand that my employment will be terminable "at will", that I will have the right to terminate my employment at any time, and the Handy Business Solutions will retain a similar right to terminate my employment at any time.

I understand that should I become employed by Handy Business Solutions, my work assignments, schedules and/or work locations are subject to change according to the needs of the business and the clients of Handy Business Solutions.

Signature _____

Date _____