



Employment Application

It is the policy of HRBenefix to offer equal employment opportunities to all qualified applicants and employees without regard to race, color, age, religion, sex, sexual orientation, national origin, marital status, disability, veteran status, or any other characteristics protected by law. This policy applies to all areas of employment, including recruitment, hiring, training and development, promotion, transfer, termination, layoff, compensation, benefits, and other terms, conditions and privileges of employment. Applicants are encouraged to request any reasonable form of accommodation that may be required to participate in the application process.

APPLICANT INFORMATION					
Last Name		First		M.I.	Date
Mailing Address				Apartment/Unit #	
City		State		ZIP	
Phone		E-mail Address			
Date Available:		Social Security No.		Desired Salary	
Position Applied for:					
Are you a citizen of the United States? YES <input type="checkbox"/> NO <input type="checkbox"/> If no, are you authorized to work in the U.S.? YES <input type="checkbox"/> NO <input type="checkbox"/>					
Have you ever applied or worked for this company? YES <input type="checkbox"/> NO <input type="checkbox"/> If so, when?					
What days are you available? Check all that apply: Sun <input type="checkbox"/> Mon <input type="checkbox"/> Tues <input type="checkbox"/> Wed <input type="checkbox"/> Thur <input type="checkbox"/> Fri <input type="checkbox"/> Sat <input type="checkbox"/>					
EDUCATION					
High School		Address			
From	To	Did you graduate?	YES <input type="checkbox"/> NO <input type="checkbox"/>	Degree	
College		Address			
From	To	Did you graduate?	YES <input type="checkbox"/> NO <input type="checkbox"/>	Degree	
Other		Address			
From	To	Did you graduate?	YES <input type="checkbox"/> NO <input type="checkbox"/>	Degree	
REFERENCES <small>Please list three professional references.</small>					
Full Name			Relationship		
Company			Phone ()		
Full Name			Relationship		
Company			Phone ()		
Full Name			Relationship		
Company			Phone ()		

PREVIOUS EMPLOYMENT			
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"/>			
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			
DISCLAIMER AND SIGNATURE			
<p>I certify that all information on this application and any other material provided in conjunction with my application is true and complete and I understand that any misrepresentation or omission of information may disqualify me from employment consideration and will be considered justification for dismissal whenever discovered, if I am employed.</p> <p>I hereby authorize HRBenefix to contact any persons, educational institutions, employers, and other organizations including, but not limited to those named herein (and in your resume, if any) regarding any information contained herein or that may be relative to your employment, and I hereby consent to their providing job related or other relevant information about me and release the company from any damage or liability that may arise from the utilization of such information.</p> <p>I understand that if I am hired, I will be required to conform to each of the policies and procedures maintained by HRBenefix. Further, I understand that HRBenefix follows an "employment at-will" policy, and that in the event I am hired, I or HRBenefix may terminate the employment relationship at any time, for any reason, with or without prior notice, and that this "employment at-will" policy cannot be changed unless the change is specifically authorized in writing by HRBenefix. I further understand that this application is not a contract of employment, or a contract with respect to the terms of employment.</p>			
Signature		Date	