



## EMPLOYMENT APPLICATION

This Company is an equal opportunity employer. All qualified applicants will be considered without regard to age, race, color, sex, religion, national origin, marital status, ancestry, citizenship, veteran status, sexual orientation or preference, or disability.

Date of Application:			
	Month (MM)	Day (DD)	Year (YYYY)

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[www.xandex.com](http://www.xandex.com)

## PERSONAL

Last Name		First	Initial
Other Name(s) Used		Home Telephone # ( ) -	
Address		Business or Message # ( ) -	
Position Applied For	How did you hear about job opening?		Salary Desired
Have you ever interviewed with the Company before? <input type="checkbox"/> Yes <input type="checkbox"/> No		If yes, list date(s) and job title(s)	
Are you at least 18 years old? <input type="checkbox"/> Yes <input type="checkbox"/> No		If under 18, do you have a work permit? <input type="checkbox"/> Yes <input type="checkbox"/> No	

## EDUCATION

Check Highest Grade Completed: High School 9 10 11 12  
 College, Trade or Business 1 2 3 4

School Name	City, State, Country	Major Studies	Degree, Diploma, License or Certificate
High School:			
College/University:			
Vocational, Business, Other:			
List Any Professional Designations:			
Other Special Knowledge, Skills or Qualifications:			
Computer Skills (Hardware/Software):			

## EMPLOYMENT HISTORY

List all past employment, starting with the most recent position. All information must be completed. You may attach a resume, as long as all requested information is provided.

Employed From / /	Employer Name	Starting Salary
Employed Until / /	City, State, Country	Ending Salary
Job Title/Position		Reason for Leaving
Duties & Responsibilities		

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## GENERAL

- | Yes                      | No                       |                                                                                                                                                                                                                                                                                                                                                                                                                          |
|--------------------------|--------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | May we contact your current employer for references?                                                                                                                                                                                                                                                                                                                                                                     |
| <input type="checkbox"/> | <input type="checkbox"/> | If hired, will you be able to work overtime?                                                                                                                                                                                                                                                                                                                                                                             |
| <input type="checkbox"/> | <input type="checkbox"/> | Will you be able to perform the essential job functions for the position you are applying for with or without reasonable accommodation? (Ask to see job description if one is not provided.)                                                                                                                                                                                                                             |
| <input type="checkbox"/> | <input type="checkbox"/> | Have you ever been convicted of any crime? (Excluding convictions for marijuana related offenses for personal use more than two years old, convictions that have been sealed, expunged or legally eradicated, or misdemeanors for which probation was completed and the case was dismissed by court.) <b>Note:</b> A Yes response does not automatically disqualify your application. If Yes, please attach explanation. |
| <input type="checkbox"/> | <input type="checkbox"/> | Are you currently out on bail or released on your own recognizance pending trial? If Yes, please attach explanation.                                                                                                                                                                                                                                                                                                     |

## CERTIFICATION & AUTHORIZATION

The above information is true and correct. I understand that the hiring process will be terminated, or in the event of my employment by the Company, I shall be subject to dismissal, if any information that I have given in this application, the background release form, in any resume or interview or any part of the hiring process is false or misleading, or if I have failed to give any information herein requested, or if I have withheld relevant information, regardless of the time elapsed after discovery.

I authorize the Company to inquire into my educational, professional and past employment history references as needed to research my qualifications for this position. I hereby give my consent to any former employer to provide employment-related information about me to the Company and will hold the Company and my former employer harmless from any claim made on the basis that such information about me was provided or that any employment decision was made on the basis of such information. I also understand that criminal background and credit reports may be conducted in the course of the interview process, and I will be required to give authorization for such reports.

I understand that **nothing** in this employment application, the granting of an interview or my subsequent employment with the Company is intended to create an employment contract between myself and the Company under which my employment could be terminated only for cause. On the contrary I understand and agree that, if hired, my employment will be terminable at will and may be terminated by me or the Company at any time and for any reason. I understand that no person has any authority to enter into any agreement contrary to the foregoing.

If employed, I will be required to provide original documents that verify my identity and right to work in the United States under the Immigration Reform and Control Act (IRCA) of 1986. The document(s) provided will be used for completion of Form I-9.

I hereby acknowledge that I have read and agree to the above statements.

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Signature

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Date