



# EMPLOYMENT APPLICATION **\*NOTE: APPLICANT MUST COMPLETE ALL SECTIONS OF THIS FORM!**

## PERSONAL DATA:

FULL NAME _____			SSN # _____
_____	_____	_____	_____
Last First Middle			
PRESENT ADDRESS _____			
Number & Street			Apt. _____
_____			PHONE # _____
_____	_____	_____	_____
City State Zip			
CELL PHONE # _____		EMAIL ADDRESS _____	
...If less than 1 yr at above address...			
PREVIOUS ADDRESS _____			
Number & Street			Apt. _____
_____			PHONE # _____
_____	_____	_____	_____
City State Zip			

Position(s) Applied for: \_\_\_\_\_

ARE YOU 18 YEARS OF AGE OR OLDER?  Yes  No (If under 18, please state your age. \_\_\_\_\_)

Are you legally authorized to work in the United States?  Yes  No Will you work overtime if asked?  Yes  No

Date available for employment \_\_\_\_\_ Date of Original Hire (w/present employer) \_\_\_\_\_

Have you made previous application to this organization?  Yes  No If yes, when? \_\_\_\_\_

## EDUCATION:

### HIGH SCHOOL

NAME & LOCATION _____	NO. YEARS COMPLETED _____	MAJOR/DEGREE _____
_____	_____	_____

### COLLEGE

NAME & LOCATION _____	NO. YEARS COMPLETED _____	MAJOR/DEGREE _____
_____	_____	_____

### BUSINESS/TRADE SCHOOL

NAME & LOCATION _____	NO. YEARS COMPLETED _____	MAJOR/DEGREE _____
_____	_____	_____

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**REFERENCES:** Give name, address and telephone number of 3 references who are not related to you and are not previous employers.

1. \_\_\_\_\_  
Name Address Phone

2. \_\_\_\_\_  
Name Address Phone

3. \_\_\_\_\_  
Name Address Phone

## **EMPLOYMENT HISTORY:**

**Your present or most recent employer:** \_\_\_\_\_ Employment Dates: From \_\_\_\_\_ To \_\_\_\_\_

Company Name Address City & State

Supervisor Phone

Positions & Duties

What was your reason for leaving?

**Previous Employer:** \_\_\_\_\_ Employment Dates: From \_\_\_\_\_ To \_\_\_\_\_

Company Name Address City & State

Supervisor Phone

Positions & Duties

What was your reason for leaving?

### **List any other jobs not covered above:**

NAME OF COMPANY	POSITION	EMPLOYMENT DATES	REASON FOR LEAVING
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1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

## **SPECIAL SKILLS & QUALIFICATIONS:**

*Summarize special job related skills and qualifications from employment or other experience.*

*List below other information that you wish to have considered as part of your application for employment.*

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**PLEASE READ CAREFULLY, INITIAL EACH SECTION, AND SIGN BELOW.**

The facts set forth in my application are true and complete. I authorize the investigation of all statements contained in this application and hereby authorize my former employers to furnish all information pertaining to my work record. I hereby release my former employers from all liability on account of furnishing such information. I understand that if employed, false statements, omissions or misleading statements on this application shall be considered sufficient cause for dismissal and I agree that my employer shall not be held liable in any respect if my employment is terminated because of such omissions or false or misleading statements. Omni Resource, Inc. is hereby authorized to investigate my employment history, including the contacting of the employers listed on the previous page. (If there is a particular employer you do not wish contacted, please indicate which one and why.)

INITIAL:

**EMPLOYMENT AND SEPARATION STATEMENT:**

I understand and agree that, if hired, my employment is for no definite period and may be terminated at any time without prior notice.

INITIAL:

**CONFIDENTIALITY AGREEMENT:**

I agree that if I am hired that for and during the entire term of my employment any information, data, figures, sales figures, projections, estimates, customer lists, tax records, personnel history, accounting procedures, promotions, and the like, shall be considered and kept as the private and privileged records of Omni Resource, Inc. and/or each client of Omni Resource, Inc. and will not be divulged to any person, firm, corporation, or other entity except on the direct authorization of Omni Resource, Inc. and/or the Omni Resources, Inc. client. Further, upon termination for any reason, I will continue to treat as private and privileged any information, data, figures, projections, estimates, customer lists, tax records, personnel history, accounting procedures, and the like, and will not release any such information to any person, firm, corporation, or other entity, either by statement, deposition, or as a witness, except upon direct written authority of Omni Resource, Inc. and/or the Omni Resource, Inc. client. In all cases Omni Resource, Inc. and/or the Omni Resource, Inc. client shall be entitled to an injunction by any competent court to enjoin and restrain the unauthorized disclosure of such information.

INITIAL:

**POLYGRAPH DISCLAIMER:**

Under Maryland law, an employer may not require or demand, as a condition of employment, prospective employment, or continued employment, that an individual submit to or take a lie detector or similar test. An employer who violates this law is guilty of a misdemeanor and subject to a fine not exceeding \$100.

INITIAL:

I hereby acknowledge that I have read the above statements and understand them. I certify that I, the undersigned applicant, have personally completed this application. I declare under penalty of perjury that the facts contained in the application (or any resume or other documents submitted) are true and complete to the best of my knowledge. I understand that any misrepresentations or omissions will disqualify me from further consideration for employment, and will be justification for my dismissal from employment, if discovered at a later date.

INITIAL:

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_