

Employment Application | 2012

Please Print Personal Information

Date: _____

Last Name First Name Middle Initial

Present Address

Address Apartment No.

City State Zip

Home Phone Cell Phone Email Address *(required)

Job Interest

Are you currently employed? (Circle One) Yes No

If so, may we contact your current employer? (Circle One) Yes No

Position applying for: _____

Are you applying for:

- Regular full-time work? (Circle One) Yes No
- Regular part-time work? (Circle One) Yes No
- Seasonal/Temporary work? (Circle One) Yes No

What days and hours are you available to work? _____

If applying for seasonal/ temporary work, during what period of time are you available?

From: _____ To: _____

Are you available for work on weekends? (Circle One) Yes No

Are you available to work overtime? (Circle One) Yes No

If hired, on what date can you start work? _____

Salary desired: _____

General Information

Are you at least 18 years old? (If under 18, hire is subject to verification that you are of minimum legal age.)
(Circle One) Yes No

If hired, can you present evidence of your U.S. citizenship or proof of your legal right to live and work in this country? (Circle One) Yes No

Have you ever worked for EPI (Excelligence Learning Corporation) before? (Circle One) Yes No

If yes, when? _____

Do you have any friends or relatives working for Excelligence Learning Corporation? *(Circle One)* Yes No
 If yes, state name(s) and relationship:

 Name Relationship

 Name Relationship

Why are you applying for work at Excelligence Learning Corporation?

If hired, would you have a reliable means of transportation to and from work? *(Circle One)* Yes No

Are you able to perform the essential functions of the job for which you are applying, either with or without reasonable accommodation? *(Circle One)* Yes No

If no, describe the functions that cannot be performed.

(Note: We comply with the ADA and consider reasonable accommodation measures that may be necessary for eligible applicants/employees to perform essential functions. Hire may be subject to passing a medical examination, and to skill and agility tests.)

Have you ever been convicted of a criminal felony offense within the last seven (7) years that has not been sealed, expunged, or statutorily eradicated? *(Circle One)* Yes No

(California Applicants: Convictions for marijuana-related offenses that are more than two years old need not be listed.)

If yes, state nature of the crime(s), when and where convicted, and disposition of the case.

(Note: No applicant will be denied employment solely on the grounds of conviction of a criminal offense. The nature of the offense, the date of the offense, the surrounding circumstances and the relevance of the offense to the position(s) applied for may, however, be considered.)

Education, Training and Experience

| School Name and Address | No. of years Completed | Did you Graduate? | Degree or Diploma |
|-------------------------|------------------------|-------------------|-------------------|
|-------------------------|------------------------|-------------------|-------------------|

| | | | |
|---|-------|-------------------------------|-------|
| High School Name _____ Address _____ City _____ State _____ Zip _____ | _____ | Yes No <i>(Circle One)</i> | _____ |
|---|-------|-------------------------------|-------|

| | | | |
|---|-------|-------------------------------|-------|
| College/ University Name _____ Address _____ City _____ State _____ Zip _____ | _____ | Yes No <i>(Circle One)</i> | _____ |
|---|-------|-------------------------------|-------|

Do you speak any foreign languages? *(Circle One)* Yes No If so, which? _____

Do you read any foreign languages? *(Circle One)* Yes No If so, which? _____

Do you write any foreign languages? *(Circle One)* Yes No If so, which? _____

Do you have any other experience, training, qualifications, or skills, which you feel make you especially suited or work at Excelligence Learning Corporation?

If so, please explain: _____

Employment History

List below all present and past employment starting with your most recent employer (last five years is sufficient). Account for all periods of unemployment. You must complete this section even if attaching a resume.

1. _____ Telephone No. _____

Name of Employer

_____ Telephone No. _____

Type of Business Supervisor's Name

Address City State Zip

Dates of Employment: _____ to _____ Weekly Pay: _____ Starting _____ Ending _____

Your Position and Duties

Reason for Leaving

May we contact this employer for a reference? (Circle One) Yes No

2. _____ Telephone No. _____

Name of Employer

_____ Telephone No. _____

Type of Business Supervisor's Name

Address City State Zip

Dates of Employment: _____ to _____ Weekly Pay: _____ Starting _____ Ending _____

Your Position and Duties

Reason for Leaving

May we contact this employer for a reference? (Circle One) Yes No

3. _____ Telephone No. _____

Name of Employer

_____ Telephone No. _____

Type of Business Supervisor's Name

Address City State Zip

Dates of Employment: _____ to _____ Weekly Pay: _____ Starting _____ Ending _____

Your Position and Duties

Reason for Leaving

* May we contact this employer for a reference? (Circle One) Yes No

Military History

Have you obtained any special skills or abilities as the result of service in the military? (Circle One) Yes No
If so, describe:

References

List below three persons not related to you who have knowledge of your work performance within the last three years.

1. _____
Name Telephone No. _____

Address City State Zip

Occupation No. of Years Acquainted _____

2. _____
Name Telephone No. _____

Address City State Zip

Occupation No. of Years Acquainted _____

3. _____
Name Telephone No. _____

Address City State Zip

Occupation No. of Years Acquainted _____

Read Carefully, Initial Each Paragraph and Sign Below

Initials

_____ I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment and that the answers given by me are true and correct to the best of my knowledge. I further certify that I, the undersigned applicant, have personally completed this application. I understand that any omission or misstatement of material fact on this application or on any document used to secure employment shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery.

_____ I hereby authorize **Excelligence Learning Corporation** and it's agents to thoroughly investigate my references, work record, education and other matters related to my suitability for employment and, further, authorize the references I have listed to disclose to the company any and all letters, reports and other information related to my work records, without giving me prior notice of such disclosure. In addition, I hereby release the company, my former employers and all other persons, corporations, partnerships and associations from any and all claims, demands or liabilities arising out of or in any way related to such investigation or disclosure.

_____ I understand that nothing contained in the application, or conveyed during any interview, which may be granted or during my employment, if hired, is intended to create an employment contract between the company and me. In addition, I understand and agree that if I am employed, my employment is for no definite or determinable period and may be terminated at any time, with or without prior notice, at the option of either myself or the company, and that no promises or representations contrary to the foregoing are binding on the company unless made in writing and signed by me and the Company's designated representative.

_____ Should a search of public records (including records documenting an arrest, indictment, conviction, civil judicial action, tax lien or outstanding judgment) be conducted by internal personnel employed by the Company, I am entitled to copies of any such public records obtained by the Company unless I mark the check box below. If I am not hired as a result of such information, I am entitled to a copy of any such records even though I have checked the box below.

_____ I waive receipt of a copy of any public record described in the paragraph above.

Applicant Signature

Date

Equal Employment Opportunity Data

Application Date _____

To be completed by applicant:

Completion of this form is entirely voluntary, and all information will remain confidential and will not affect your application for employment. We are required by law to collect this information for equal opportunity employment purposes, and it will not become part of your personnel record if you are hired by this company.

Name: _____

Sex: Male Female

Race/Ethnicity:

- American Indian/Alaskan Native
- Asian/Pacific Islander
- Black
- Hispanic
- White

Government contractors must take affirmative action to employ and advance certain qualified individuals subject to the Rehabilitation Act of 1973 and the Vietnam Era Veterans Readjustment Act of 1974. Completion of the following information is voluntary, and will assist us in proper placement and reasonable accommodation. If you wish to be identified as qualifying for such placement or accommodation, please check where applicable:

- Vietnam Era Veteran
- Disabled Veteran
- Individual with a Disability

To be completed by employer:

EEO-1 Category:

- | | |
|--|---|
| <input type="checkbox"/> 1. Officials and managers | <input type="checkbox"/> 6. Crafts - skilled |
| <input type="checkbox"/> 2. Professionals | <input type="checkbox"/> 7. Operatives - semi-skilled |
| <input type="checkbox"/> 3. Technicians | <input type="checkbox"/> 8. Laborers - unskilled |
| <input type="checkbox"/> 4. Sales | <input type="checkbox"/> 9. Service workers |
| <input type="checkbox"/> 5. Office and clerical | |

Employer information completed by:

Name

Date

**Consent to Perform Criminal History/Background Check
In Compliance with the FCRA (Fair Credit Reporting Act)**

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

Maiden or other name(s) used in any and all other records of birth or records of residence.

*Address: _____ Apartment or #: _____

City: _____ County: _____ State: _____ Zip: _____

**Date of Birth: _____ Social Security Number _____ **Gender: _____ **Race: _____

*AS SHOWN ON THE ORIGINAL APPLICATION
**TO BE USED FOR CRIMINAL HISTORY CHECKS ONLY AND NOT A PART OF THE PERSONNEL FILE.

I, _____, am an applicant for employment / volunteerism with Company and have been advised that as a part of the application process, the company conducts a criminal history background check. I do hereby consent to the company use of any information provided during the application process in performing the criminal history check. The company has informed me that I have the right to review and challenge any negative information that would adversely impact a decision to offer employment / volunteerism. In addition, I have been informed that I will have a reasonable opportunity to clear up any mistaken information reported within a reasonable time frame established within the sole discretion of the company. Under the Fair Credit Reporting Act, I have been advised that upon request I will be provided the name, address and telephone number of the reporting agency as well as the nature, substance and source of all information.

The following are my responses to questions about my criminal history (if any).

1. ___Yes___No Have you ever been convicted or plead guilty before a court for any federal, state or municipal criminal offense? (exclude minor traffic misdemeanors). If yes, please provide details below.

State: _____ County: _____ Date of Offense: ___/___/___

Details of Conviction:

2. ___Yes___No Have you ever received deferred adjudication or similar disposition for any federal, state or municipal offense? If yes, please provide details below.

State: _____ County: _____ Date of Offense: ___/___/___

Details of Conviction:

3. ___Yes___No Have you ever received probation or community supervision for any federal, state or municipal offense?

State: _____ County: _____ Date of Offense: ___/___/___

Details of Conviction:

Applicant Signature

Date