



INSERVSM

Application for Employment

InServ, Inc. is an equal opportunity employer and does not discriminate, or tolerate discrimination, against any employee or applicant in any manner prohibited by law such as, but not limited to, race, color, religions, age, sex, national origin, disability, or veteran status. Applicants needing a reasonable accommodation for any part of the selection process, including completing this application, are asked to notify Human Resources. Please complete this application in its entirety even if you are attaching a resume. Any applicant who provides information that is not requested will automatically be rejected from consideration. Applications are kept on file for 90 days.

PERSONAL

Today's Date: _____ Desired Start Date: _____

Full Name: _____

Address: _____
First Middle Last
Street/Apt/PO Box City State Zip

If available, please provide your e-mail address: _____

Phone Number(s): (_____) _____ - _____ (_____) _____ - _____

What position are you applying for? _____ Desired Salary: _____

What type of employment are you seeking? _____ FT _____ PT

Can you perform the essential functions, with or without a reasonable accommodation, of the job for which you are applying? _____ Yes _____ No

Are you over the age of 18? _____ Yes _____ No
*If no, you may be required to provide authorization to work.

Are you legally eligible for employment in the United States? _____ Yes _____ No
*If offered employment, you will be required to provide documentation to verify eligibility.

Have you ever worked for InServ before? _____ Yes _____ No

If yes, please provide dates: _____

Have you ever been convicted of a felony or misdemeanor other than minor traffic violations? Do not disclose convictions that have been sealed or expunged. _____ Yes _____ No
*A conviction record will not necessarily result in denial of employment.

If yes, please explain: _____

Do you have any relatives that work for the company? _____ Yes _____ No

If yes, who? _____

Do you have a reliable means of transportation to get to work? _____ Yes _____ No

Do you have a valid driver's license? _____ Yes _____ No
License # _____ Class _____ State _____

*Note: Possession of a valid driver's license is not an essential function of all employment offered by InServ. Answering "No" to this question will not necessarily exclude applicants from consideration for employment.

Please Circle: What shifts are you available to work?

1st 2nd 3rd

What days of the week are you available? Sun Mon Tues Wed Thurs Fri Sat

What date could you report to work? _____

EDUCATION

Education Type of School	Name and Location of School	Major	Number of Years Completed	Graduated?	Diploma or Degree Received
High School					
College					
Graduate School					
Business/Trade School					
Other Education					

EXPERIENCE OR QUALIFICATIONS

Please list any relevant licenses/certifications/professional memberships along with expiration dates. You do not need to disclose any memberships in professional organizations that may reveal information regarding race, color, creed, sex, religion, national origin, ancestry, age, disability, marital status, veteran status or any other protected status.

Office Skills

Typing WPM _____

Other office technology skills: _____

Software

Please check what software programs you would rate yourself as intermediate at:

MS Word _____ MS Excel _____ MS PowerPoint _____ MS Access _____ MS Outlook _____

Other software: _____

EMPLOYMENT HISTORY

- Begin with your most recent employment and continue with all past employment (attach additional sheets if needed).
- May we contact your present/most recent employer for a reference? _____ Yes _____ No
- Have you ever been involuntarily terminated from a position that you have not listed? _____ Yes _____ No
- If yes, please explain: _____

Present or Last Employer:		Full Address:	
Position Held:			
Telephone Number:	Reason for Leaving:	Supervisor's Name and Title:	
		Supervisor's Phone Number:	
Dates Employed From Month/Day/Year:	To Month/Day/Year:	Rate of Pay Beginning	Rate of Pay Final
Describe the work performed:			

Name of Employer:		Full Address:	
Position Held:			
Telephone Number:	Reason for Leaving:	Supervisor's Name and Title:	
		Supervisor's Phone Number:	
Dates Employed From Month/Day/Year:	To Month/Day/Year:	Rate of Pay Beginning	Rate of Pay Final
Describe the work performed:			

Name of Employer:		Full Address:	
Position Held:			
Telephone Number:	Reason for Leaving:	Supervisor's Name and Title:	
		Supervisor's Phone Number:	
Dates Employed From Month/Day/Year:	To Month/Day/Year:	Rate of Pay Beginning	Rate of Pay Final
Describe the work performed:			

**NOTIFICATION AND AGREEMENT
PLEASE READ VERY CAREFULLY**

I certify that the facts set forth in this Application for Employment are true and complete to the best of my knowledge. I understand that if I am employed, any false statements, omissions or misrepresentations may disqualify me for employment, and if employed, may result in my dismissal.

I understand that INSERV is committed to providing a drug and alcohol-free workplace and employment with INSERV is contingent upon the successful completion of post-offer, pre-employment drug testing. If offered employment by INSERV, I agree to participate in any post-offer, pre-employment drug testing required by INSERV. I hereby release and agree to indemnify INSERV, and the testing laboratory from any and all liability arising out of, and as a result of, any drug test or from any other actions taken by INSERV based on a drug test. I understand that a positive drug test will result in revocation of the conditional offer of employment.

I agree to submit to any post-offer, pre-employment inquiry required by INSERV. I understand that my application will not be considered complete until the conclusion of any required or necessary investigations, examinations, or inquiries, including receipt by INSERV of any related reports or results. I understand that INSERV may act on these reports or results, and I hereby release INSERV and all providers of this information from any liability in furnishing or using this information. Further, I understand and agree that at any time during the course of my employment with INSERV an updated background investigation may be required for purposes including, but not limited to, job promotion, transfer, re-assignment, changes to job description or responsibilities, and/or for security sensitive positions.

I understand that this employment application is not an offer of employment or a contract of employment. I understand that employment at INSERV is "at will" which means that either I or INSERV can terminate the employment relationship at any time, with or without prior notice, and for any reason not prohibited by statute. All employment is continued on that basis. I understand that no supervisor, manager or executive of INSERV, other than the president, in a signed writing, has any authority to alter the foregoing.

This certifies that this application was completed by me and that all entries on it and information in it are true and complete to the best of my knowledge.

Applicant's Signature: _____ Date: _____

Applicant's Printed Name: _____