

# SecurTest, Inc. Employment Application

SecurTest, Inc. is an equal opportunity/affirmative action employer and does not discriminate in hiring or terms and conditions of employment based on an individual's race, creed, color, sex, age, marital status, religion, veteran status, disability, national origin, sexual orientation, citizenship, or other protected class.

Date of Application: \_\_\_\_\_

## PERSONAL INFORMATION

Last Name	First Name	Middle Name	Are you eligible to work in the US?  Yes                  No
Present Address	City	State	Zip
			How long have you lived there?  Years                  Months
Previous Address	City	State	Zip
			How long have you lived there?  Years                  Months
Home Phone Number with area code	Cell Phone Number with area code	Social Security Number	If you are under the age of 18, state your age:

## EMPLOYMENT INFORMATION

Position Desired: \_\_\_\_\_ Salary Expected: \$ \_\_\_\_\_ per \_\_\_\_\_

Schedule Desired (If Applicable):    Full Time                  Part Time                  Temporary                  Seasonal

Days Available to work:    Mon.                  Tue.                  Wed.                  Thur.                  Fri.                  Are you able to work from 11:30 AM to 8:30 PM? \_\_\_\_\_

Times available each day?

Date Available to Start work- \_\_\_\_\_

Do you speak, read, or write any foreign language with proficiency? Please detail, if any. \_\_\_\_\_

EDUCATION

Type of School	Name and Location of School		Degree/Area of Study	Number of Years Attended	Graduated? Yes or No
High School	Name				
	City	State			
College	Name				
	City	State			
Other	Name				
	City	State			

## EMPLOYMENT HISTORY (Last 3 Employers)

List employment starting with your most recent position. Account for any time during this period that you were unemployed by stating the nature of your activities. If you have less than three places of employment, include personal references to be contacted. MUST be completed even if resume is attached.

Dates Employed	Company Name, Address and Telephone	Positions Held	Salary	Reason for Leaving
From / /  To / /			Initial \$ Per	
Company Phone Number	Supervisor's Name		Final \$ Per	
From / /  To / /			Initial \$ Per	
Company Phone Number	Supervisor's Name		Final \$	

			Per
From  / /			Initial
To  / /			\$  Per
Company Phone Number	Supervisor's Name		Final  \$  Per

<b>Typing Speed</b> <b>CRT</b> <b>10 Key</b> ____ wpm    ____ keystrokes    ____ keystrokes  PC Skills: _____	<b>Applicable Skills and Computer Programs With Proven Proficiency</b>
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MISCELLANEOUS

Have you ever been convicted of, plead guilty to, or received probation, deferred adjudication, or any other type of alternative method of supervision or correction or a violation of any law or ordinance other than a minor traffic violation (juvenile delinquency, youthful offender and wayward minor excluded) OR have any pending criminal court cases?  
Yes                      No

If yes, explain, giving the nature of the offense and the date your sentence, parole, probation, deferred adjudication or supervised release ended OR nature of the charges, county, or federal court of pending charges. A "yes" answer will not automatically disqualify you from employment. You are not obligated to disclose sealed or expunged records of conviction or arrest.

<p>Is there any additional information involving a change of your name or assumed name that will assist us in checking your work records? _____</p> <p>If yes, please give name(s), such as maiden, married, or other names:</p>		
<b>MILITARY SERVICE</b>		
<b>Branch</b>		
<b>Highest Rank Attained</b>	<b>From (Month/Year)</b>	<b>Date Discharged</b>

**PLEASE READ THIS STATEMENT AND RELEASE CAREFULLY**

I hereby affirm that the information given on this application for employment is complete and accurate. I understand that any falsification of the information contained on this application shall automatically exclude me from employment. I further understand that if I am hired by SecurTest, Inc. and it is discovered after my employment that I falsified any of the information contained on this application, my employment will be subject to immediate termination. I authorize a thorough investigation to be made in connection with this application concerning my character, general reputation and background, criminal record, personal characteristics, whichever may be applicable. I understand that this investigation may include personal interviews with third parties, such as family members, employers, business associates, friends, neighbors or others with whom I am acquainted. With respect to information given by the above-mentioned third parties, I agree to waive all claims and causes of action that arise out of this investigation. I further understand that I have the right to make a written request within a reasonable period of time for a complete and accurate disclosure of the nature and scope of this investigation. I understand that this is not a contract of employment; however, if I am employed by SecurTest, Inc., I understand and agree that my employment and compensation can be terminated with or without cause or notice, at any time at the option of either SecurTest, Inc. or myself. I agree that all of my telephone, email and other electronic communication regarding company business, as well as my internet access, if any, can be monitored and restricted at any time. I further understand that I may be terminated for inappropriate or unauthorized use of the telephone, email, internet and other electronic communication devices available to me during my employment. No employee, except for the president and chief executive officer of SecurTest, Inc. is authorized to change this agreement, and this agreement cannot be modified or affected by changes in rates of pay, position, or conditions of employment. I understand that neither SecurTest's procedures, policies nor manuals, etc. alter this employment agreement. I understand this agreement and have read it carefully before signing.

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

\_\_\_\_\_  
Signature