

Application for Employment

We are pleased that you are seeking employment with Southland Data Processing. Applicants are considered without regard to race, color, religion, sex, age, or national origin, or any factors prohibited by local, state, or federal law. We are proud to be an Equal Opportunity/Affirmative Action Employer.

Personal

Last Name: _____ First: _____ M.I.: _____

Address: _____ Day Ph.: _____ Evening Ph.: _____

In Case of Emergency, Please Notify: _____ Tel. No.: _____

Please List all names you have used in the past:

Have you ever been employed by our Company? Yes Dates Employed _____ No

How were you referred to our Company? Advertisement Employee Agency Other: _____

Have you ever applied for employment at our Company? Yes Date _____ No

Employment Desired

Position: _____ Date Available: _____

Are you interested in: Temporary Full Time Part Time

Experience

List the last five (5) employers, starting with the most recent or go back 10 years, including military service. Attach separate sheet if necessary.

May we contact your current employer? Yes No

Employer Name: _____

Address: _____ Tel: _____

Position: _____ From: _____ To: _____

Reason for leaving: _____

Employer Name: _____

Address: _____ Tel: _____

Position: _____ From: _____ To: _____

Reason for leaving: _____

Employer Name: _____

Address: _____ Tel: _____

Position: _____ From: _____ To: _____

Reason for leaving: _____

Member of:



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Employer Name: _____
 Address: _____ Tel: _____
 Position: _____ From: _____ To: _____
 Reason for leaving: _____

Employer Name: _____
 Address: _____ Tel: _____
 Position: _____ From: _____ To: _____
 Reason for leaving: _____

Education

Begin with high school and include any military schools you may have attended

High School Name: _____ Address: _____
 Graduate? Yes No GED

College or Trade School: _____ Address: _____
 Dates From: _____ To: _____ Course of Study: _____ Degree: _____

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Skills

Licenses or Certifications: _____
 Typing Speed: _____ Word Processing? Yes No Software: _____
 Additional Computer Skills: _____
 Other Skills: _____

References

Name three (3) individuals we may contact who have knowledge of your performance and work experience, preferably former supervisors.

Name: _____ Company: _____ Title: _____
 Company Address: _____ Ph. No.: _____

Name: _____ Company: _____ Title: _____
 Company Address: _____ Ph. No.: _____

Name: _____ Company: _____ Title: _____
 Company Address: _____ Ph. No.: _____

Member of:



General Information

1. Have you ever used another name?..... Yes No
2. Is any additional information relative to name changes, use of an assumed name, or nickname necessary to enable a check on your work and educational record?..... Yes No
 - a. If yes to either of the above, please explain:

3. Have you ever worked for this company before?..... Yes No
 - a. If yes, please give dates and position: _____
4. Do you have friends and/or relatives working for this company?..... Yes No
 - a. If yes, name(s) and relationship(s): _____
5. On what date are you available to begin work? _____

6. Days/Hours available to work:

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

7. Are you available to work? Full-time Part-time Shift Work Temporary
8. If hired, would you have a reliable means of transportation to and from work?..... Yes No
9. Can you travel if the position requires it?..... Yes No
10. Can you relocate if the position requires it?..... Yes No
11. Are you at least 18 years old?..... Yes No
 - a. Note: If under 18, hire is subject to verification that you are of minimum legal age.
12. If hired, can you present evidence of your identity and legal right to work in this country?..... Yes No
13. Are you able to perform the essential job functions of the job for which you are applying with or without reasonable accommodation?..... Yes No
 - a. Note: We comply with the ADA and consider reasonable accommodation measures that may be necessary for qualified applicants/employees to perform essential job functions.



Applicant Statement and Agreement

Please read and initial each paragraph below. If there is anything that you do not understand, please ask.

_____ I hereby authorize the Company to thoroughly investigate my references, work record, education and other matters related to my suitability for employment and, further, authorize the prior employers and 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.

_____ In the event of my employment with the Company, I understand that I am required to comply with all rules and regulations of the Company.

_____ If hired, I understand and agree that my employment with the Company is at-will, and that neither I, nor the Company is required to continue the employment relationship for any specific term. I further understand that the Company or I may terminate the employment relationship at any time, with or without cause, and with or without notice. I understand that the at-will status of my employment cannot be amended, modified, or altered in any way by any oral modifications.

_____ I understand that safety of employees is extremely important to the Company and that the Company is committed to ensuring a safe working environment. I understand that I, and every employee, have a responsibility to prevent accidents and injuries by observing all safety procedures and guidelines and following the directions of my site supervisor. I understand and agree to comply with federal, state, and local regulations related to on-the-job safety and health.

_____ I hereby certify 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 understand that if I am selected for hire, it will be necessary for me to provide satisfactory evidence of my identity and legal authority to work in the United States, and that federal immigration laws require me to complete an I-9 Form in this regard.

_____ I understand that if any term, provision, or portion of this Agreement is declared void or unenforceable, it shall be severed and the remainder of this Agreement shall be enforceable.

MY SIGNATURE BELOW ATTESTS TO THE FACT THAT I HAVE READ, UNDERSTAND, AND AGREE TO ALL OF THE ABOVE TERMS.

Signature: _____

Name (print): _____ **Date:** _____

Member of:



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