

EMPLOYMENT APPLICATION

Date: _____

Position Applied for: _____

APPLICANT DATA: Please PRINT using black ink.

How were you referred to us: Internet Newspaper Friend Walk-In Referral Recruited Other

Full Name: _____
Last *First* *Middle*

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: () _____ Mobile/ Other: _____

Email: _____

Date available to start: _____ Social Security #: _____

Driver's license number: _____ State: _____

Have you ever worked for this company? Yes No
 Are you eligible for employment in this country? Yes No
 Type of employment desired: Part Full

EDUCATION:

	Name	# of years completed	Did you graduate?	Degree	Major
High School			<input type="checkbox"/> Yes <input type="checkbox"/> No		
College/ University			<input type="checkbox"/> Yes <input type="checkbox"/> No		
College/ University			<input type="checkbox"/> Yes <input type="checkbox"/> No		
Other			<input type="checkbox"/> Yes <input type="checkbox"/> No		

REFERENCES: Please furnish reference information for three (3) people to whom you are **NOT** related and by whom you have **NOT** been employed.

Name	Phone #	Relationship	Length known?	Address
	()			
	()			
	()			

SKILLS OR QUALIFICATIONS: Please summarize any training, licenses, permits and/or certificates that may qualify you as being able to perform job related functions for the position for which you are applying.

MILITARY SERVICE:

Branch		From		To	
Rank at Discharge		Type of Discharge			
If other than honorable, explain:					

EMPLOYMENT HISTORY: Begin with the most recent employer. Be sure to include any volunteer work. Do **NOT** write "please see resume"

EMPLOYER					
Employed from:		Address:			
Employed to:		Supervisor:		Title	
Position held:		Starting salary & Title:			
Reason for leaving:		Ending salary & Title:			
Responsibilities:					
May we contact this employer for reference?	<input type="checkbox"/> Yes <input type="checkbox"/> No		Phone:		

EMPLOYER					
Employed from:		Address:			
Employed to:		Supervisor:		Title	
Position held:		Starting salary & Title:			

Reason for leaving:		Ending salary & Title:		
Responsibilities:				
May we contact this employer for reference?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Phone:	
EMPLOYER				
Employed from:		Address:		
Employed to:		Supervisor:	Title	
Position held:		Starting salary & Title:		
Reason for leaving:		Ending salary & Title:		
Responsibilities:				
May we contact this employer for reference?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Phone:	

BACKGROUND INVESTIGATION QUESTIONNAIRE: *Answering yes to these questions does NOT constitute an automatic rejection for employment. Date of the offense, seriousness and nature of the violation, rehabilitation and position applied for will be of consideration.*

Full Name: _____
Last
First
Middle

Have you ever been convicted of a crime? Yes No

If yes, give dates and details: _____

Have you ever been cited for any traffic violation? Yes No

If yes, please explain when, where, why, and disposition _____

Have you ever experimented with a narcotic substance?..... Yes No

If *yes*, please explain what type, amount, and when last used _____

Have you ever been terminated or asked to resign from employment

as a result of a drug or alcohol abuse? Yes No

If *yes*, please explain the full situation including dates and type of drug used _____

I certify that my answers are true and complete to the best of my knowledge. I authorize EPA K-9 to make such investigations and inquiries of my personal, employment, educational, criminal, driving, and other related matters as may be necessary for an employment decision. I hereby release employers, schools, or persons from all liability to inquiries in connection to my application. In the event I am employed, I understand that false or misleading information given in my application or interview(s) may result in discharge.

Signature of Applicant: _____ **Date:** _____

APPLICANT CERTIFICATION AND AUTHORIZATION:

I hereby give **EPA K-9 & Investigative Services, Inc.**, the right to conduct an investigation of my background. I understand that the investigation may include inquiry into my past employment, education, and activities, including, but not limited to, credit, criminal background information, and driving record, and I release from liability all persons, companies, schools, and corporations supplying such information. I indemnify **EPA K-9 & Investigative Services, Inc.** against any liability, which might result from making such investigation. Additionally, I agree that **EPA K-9 & Investigative Services, Inc.** may obtain an investigative consumer report or other information regarding me and may consult certain files, which are available. I understand that **EPA K-9 & Investigative Services, Inc.** will retain the results of this investigation and a copy of my application for employment and this information may, with appropriate authorization, be disclosed in subsequent investigations to other employees of EPA K-9. I understand that any false answers, statements, implications, or derogatory information made by me or which is revealed as a result of this background investigation based on information supplied in any application for employment, or other required documents, may be considered sufficient cause for denial of employment or discharge.

I understand that **EPA K-9 & Investigative Services, Inc.** may contact my previous employers and I authorize those employers to disclose to **EPA K-9 & Investigative Services, Inc.** all records pertinent to my employment with them. In addition to authorizing the release of any information regarding my employment, I hereby fully waive any rights of claims I have or may have against my former employers, their agents, employees, and representatives, as well as other individuals who release information to **EPA K-9 & Investigative Services, Inc.**, and release them from any and all liability, claims, or damages that may directly or indirectly result from the use, disclosure, or release of such information by any person or party, whether such information is favorable or unfavorable to me.

I have read and understand the Applicant Notification, a copy of which I acknowledge receiving, advising me that a comprehensive background investigation will be conducted, which may include inquiry into past employment, education, and activities, including but not limited to, criminal background information and my driving record.

Date: _____

Applicant Name (Print): _____

Signature: _____