



Employment Application

Personal Information

Name (Last, First, M.)

Street Address

City, State, Zip

Home phone number

Cell phone number

Fax number

Email address

Employment Desired

Position applied for

How did you hear about this position?

Date available for work

Desired hours (full time, part time, etc.)

Education

	School name and location	Course of Study	Graduation Year	What type of Degree?
High School				Diploma <input type="checkbox"/> Yes <input type="checkbox"/> No
Undergraduate College				<input type="checkbox"/> Yes <input type="checkbox"/> No
Graduate or Professional				<input type="checkbox"/> Yes <input type="checkbox"/> No
Trade School or Other (specify)				<input type="checkbox"/> Yes <input type="checkbox"/> No

List any seminars, classes or other education not listed above which may help qualify you for this position

Employment History

List below all present and past employers over the past seven years, starting with your most recent employer. Account for all periods of unemployment. You must complete this section even if attaching a resume.

1 Current employer	May we contact?	<input type="checkbox"/> Yes	<input type="checkbox"/> No		
	Start Date	End Date	Starting Salary	Ending Salary	
City,State					
Position held		Supervisor		Telephone number	
Reason for leaving					
Essential job functions of final position:					

2 Employer	Start Date	End Date	Starting Salary	Ending Salary	
City,State					
Position held		Supervisor		Telephone number	
Reason for leaving					
Essential job functions of final position:					

3 Employer	Start Date	End Date	Starting Salary	Ending Salary	
City,State					
Position held		Supervisor		Telephone number	
Reason for leaving					
Essential job functions of final position:					

Additional Information	
List any professional, trade, business or civic activities and offices held . You may exclude membership that would reveal gender, race, religion, national origin, ancestry, age, disability or any other protected status.	_____
List any languages, other than English, that you speak, read or write that could be of benefit to the position applied for:	_____
Identify formal job training, certifications or skills you possess that relate to this position:	_____

Additional Information

Have you ever been employed with Arthur | Marshall before? Yes No
 If yes, when: _____

Do you have any friends or relatives employed by Arthur | Marshall? Yes No
 If yes, please provide their names and relationship to you: _____

Are you currently on "lay off" status and subject to recall? **Yes** **No**

If you are under 18 years of age, can you provide proof of your eligibility to work? Yes No

If hired, can you provide proof of U.S. citizenship or proof of your legal right to work in the U.S.? **Yes** **No**

Are you able to perform all of the essential functions of the job for which you are applying? Yes No

If hired, do you have a reliable means of transportation to and from work? **Yes** **No**

If hired, do you have a **valid, unrestricted** Driver's License? **Yes** **No**

If hired, would you be able to travel or work overtime as needed? Yes No

If hired, would you be able to carry travel expenses on your **personal credit card** until reimbursed by Arthur | Marshall? (Debit card NOT acceptable) **Yes** **No**

Employment Application

A criminal record does not constitute an automatic bar to employment and will be considered only as it substantially relates to the job in question.

Have you ever been ARRESTED? If yes, please explain.

Yes

No

Have you ever been convicted of a DUI or DWI? If yes, please explain.

Yes

No

Have you ever been convicted of a FELONY?

Type:

Yes

No

Please explain:

Have you ever been convicted of a MISDEMEANOR?

Yes

No

Have you ever been convicted of a CRIME AGAINST ANOTHER PERSON?

Yes

No

Are you on PROBATION for ANY TYPE of CRIME:

Yes

No

Until when? _____ Please explain: _____

Employment Application - Please read each statement below closely

Equal Employment Opportunity Statement

Arthur|Marshall is committed to the principles of equal employment opportunity and is committed to make employment decisions based on merit. We are committed to complying with all Federal, State and local laws providing for equal employment opportunities, as well as all laws related to terms and conditions of employment. Arthur|Marshall desires to maintain a work environment that is free of sexual harassment and discrimination due to race, religion, color, national origin, physical or mental disability, age or any other status protected by Federal, State or local laws. Arthur|Marshall will make reasonable efforts to accommodate those physical or mental limitations of an otherwise qualified employee unless undue hardship would result for Arthur|Marshall.

Discrimination and Sexual Harassment Policy Statement

Arthur|Marshall will not tolerate any form of unlawful discrimination, including sexual harassment. Any employee who engages in unlawful discrimination or sexual harassment will be subject to appropriate discipline, up to and including termination. Prohibited sexual harassment is defined as ...unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when (1) submission to such conduct is made whether explicitly or implicitly a term or condition of any individual's employment; (2) submission to or action of such conduct by an individual is used as the basis for employment decisions affecting such individuals; or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment.

Complete and Accurate Information

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 have personally completed this application. I understand that any omission or misstatement of material fact on this application, or any other document used to secure employment, shall be grounds for rejection of this application or for immediate discharged if I am employed, regardless of the time elapsed before discovery.

At-Will Employment

I understand and agree that if I am employed, my employment will be "at-will", which means that Arthur|Marshall may terminate the employment relationship at any time, with or without cause and with or without notice. Likewise, Arthur|Marshall will respect my right to terminate my employment at any time, with or without cause and with or without notice. I further understand that any prior representation, whether expressed or implied, to the contrary is hereby superseded and that no promise or representation contrary to the foregoing is binding on Arthur|Marshall unless made in writing and signed by Arthur|Marshall's president.

Investigation Authorization

I authorize investigation into all statements and references contained in this application. Said investigation may include driving, criminal background, education verification, references and other background checks. By applying for this job, I also authorize post-hire investigation into my driving and criminal background.

Arthur|Marshall Obligation

I understand and agree that Arthur|Marshall's acceptance of this job application does not mean that a position for which I am qualified is open (unless specifically posted) or that Arthur|Marshall has agreed to hire me. I understand that Arthur|Marshall is under no obligation to hire me as the result of accepting this completed application.

I HAVE READ AND UNDERSTAND THE ABOVE POLICY STATEMENTS AND AGREE TO BE BOUND BY THEM IF EMPLOYED BY ARTHUR|MARSHALL.

Signature

Date