



Employment Application

Fortune Business Solutions and the listed worksite employer are Equal Opportunity Employers. All applications for employment are considered without regard to race, religion, sex, national origin, age, family status, veteran status, disability, or any other legally protected status. Failure to complete this application in its entirety will result in this application to not be processed. This application will remain active for ____ days.

Worksite Employer

PERSONAL INFORMATION

Name: _____ Social Sec. #: _____ - _____ - _____

Address: _____ Phone: (____) _____

Driver's License #: _____ State: _____
Include Driver's License information if position includes driving as a job function

Are you 18 or older? Yes No If you are less than 18 years of age, please state your age: _____

Were you previously employed by us? Yes No If yes, dates and location: _____

Are you eligible for employment in the USA? Yes No (*Proof of eligibility will be required.*)

Names of friend(s) or relative(s) employed by us: _____

*During the last 7 years, have you ever been convicted of a crime, excluding misdemeanors and traffic violations? Yes No

If yes, describe in full: _____

** A CONVICTION WILL NOT NECESSARILY BAR YOU FROM EMPLOYMENT*

EMPLOYMENT DESIRED

Position Desired: _____ Date you can start: _____

Salary Required: _____ How did you hear of this job? _____

Currently Employed? Yes No Can we contact your present employer? Yes No

If required, can you work overtime? Yes No Are there any days you cannot work? Yes No

EDUCATION

School Level	Name And Location Of School	No. Years Attended
High School		
College or Vocational		

MILITARY SERVICE

Were you in the U.S. Armed Forces? Yes No If yes, what branch? _____

Date of Duty: From: _____ To: _____ Rank at discharge _____

Indicate duties or special training in the service: _____

Please list any additional skills, certifications, or associations to which you belong that pertain to the position for which you are applying.

FORMER EMPLOYERS (List below the last three Employers, starting with the most recent.)

1.	Employer	Telephone Number	Job Description:	Reason For Leaving
			Starting Salary	
	Street Address	Employed	Name Of Supervisor	
	City State Zip	From:		
		To:	Final Salary	
			\$	
2.	Employer	Telephone Number	Job Description:	Reason For Leaving
			Starting Salary	
	Street Address	Employed	Name of Supervisor	
	City State Zip	From:		
		To:	Final Salary	
			\$	
3.	Employer	Telephone Number	Job Description:	Reason For Leaving
			Starting Salary	
	Street Address	Employed	Name of Supervisor	
	City State Zip	From:		
		To:	Final Salary	
			\$	

REFERENCES (Give the names of three people not related to you, whom you have known at least one year.)

Name	Address	Business	Years Acquainted
1.			
2.			
3.			

Acknowledgement and Agreement

I certify that all statements given on this application are true and correct to the best of my knowledge. I agree that any false statements, misrepresentations or omissions of fact during the hiring process, may be grounds for denial of employment or if hired before discovery, my employment may be subject to termination.

I freely and voluntarily agree to submit to a drug test at any time as may be allowed by state or federal law as part of my application for employment and that any offer of employment is conditional upon passing said pre-employment testing. I also understand and agree that Fortune Business Solutions and/or my worksite employer reserves the right to require me to submit to an alcohol test and/or medical examination to the extent permitted by law. I further understand that refusal to submit to said drug and/or alcohol testing as are permitted by law, or the positive testing for prohibited drugs and/or alcohol in accordance with standards established by either state or federal law, may result in disciplinary action, including immediate suspension or termination of employment. Further, I understand that you may be requesting information from various federal, state, or other agencies which maintain records concerning my past activities relating to my driving, credit, criminal, civil and other experiences.

I understand and agree that if hired, I have the right to resign my employment at any time, with or without cause and that my employment may be terminated with or without cause or notice. I understand that this acknowledgement supersedes any prior oral or written understanding.

I understand that Fortune Business Solutions and/or the worksite employer may contact my previous employers, unless otherwise stated, and I authorize employers to disclose all records and other information pertinent to my employment and release them from liabilities that may result from such disclosure.

I authorize, without reservation, any party or agency contacted by this employer to furnish the above-mentioned information.

Date: _____

Signature: _____