

# Application for Employment

Data Success, Inc. considers applicants for all positions without regard to race, color, creed, religion, sex, sexual orientation, marital status, age, national origin, veteran/military status, status with regard to public assistance, membership or activity on a local commission, disability, or any other legally protected status.

1. Title of position(s) for which you are applying:		2. Date of Application Mo.                  Day                  Yr.	
3. Which shift(s) will you work? <input type="checkbox"/> 1 <sup>st</sup> <input type="checkbox"/> 2 <sup>nd</sup> <input type="checkbox"/> 3 <sup>rd</sup>		Are you available to work: <input type="checkbox"/> Regular Full-Time <input type="checkbox"/> Regular Part-Time  Days & Hours Available:	
4. Name:  Last  First    Middle		5. Home Phone:	6. Work Phone:  May we contact you at this number? <input type="checkbox"/> Yes <input type="checkbox"/> No
7. Salary Desired?		8. Address:  Street    City    State    Zip	
9. Social Security Number  -                  -		10. Are you over the age of 18? <input type="checkbox"/> Yes <input type="checkbox"/> No	
11. Have you ever submitted an application with the company before? <input type="checkbox"/> Yes <input type="checkbox"/> No    If yes, please give date: Have you ever been employed with the company before? <input type="checkbox"/> Yes <input type="checkbox"/> No    If yes, please give dates:		12. Is anyone related to you employed by Data Success, Inc.? <input type="checkbox"/> Yes <input type="checkbox"/> No  If yes, please give their name and relationship to you:	
13. Have you ever been convicted of a felony? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please indicate the nature of all offenses, location (city, county, state) and the date of the conviction. A criminal conviction does not automatically disqualify you for employment with Data Success, Inc.. The nature and gravity of the offense(s), the length of time since the conviction(s) and/or completion of the sentence, and its relation to your suitability for the position for which you are applying will be factors considered in the employment decision.			
14. Do you have a valid driver's license? (For driving positions only.) <input type="checkbox"/> Yes <input type="checkbox"/> No Have you been convicted of any moving violations in the past five years? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please explain: Do you have restrictions for travel on the job?			
15. Are you legally eligible to work in the U.S.? <input type="checkbox"/> Yes <input type="checkbox"/> No    If hired, you will be required to provide proof of such eligibility.			
16. Can you, with or without reasonable accommodation, perform the essential functions of this job? <input type="checkbox"/> Yes <input type="checkbox"/> No (If you have questions about the function of the job, please ask the interviewer before answering this question.)			
17. How did you hear about us? <input type="checkbox"/> Newspaper Ad <input type="checkbox"/> Employment Agency <input type="checkbox"/> Current Employee: _____ <input type="checkbox"/> Other: _____			

## EDUCATION

Education Level	School Name/Address	Years Completed	Did you graduate?	Degree/Major	GPA
High School / GED			<input type="checkbox"/> Yes <input type="checkbox"/> No		
Vocational School			<input type="checkbox"/> Yes <input type="checkbox"/> No		
College			<input type="checkbox"/> Yes <input type="checkbox"/> No		
Graduate School			<input type="checkbox"/> Yes <input type="checkbox"/> No		

## OTHER TRAINING, CERTIFICATIONS, LICENSES, SKILLS, AND EXPERIENCE

List any special skills, professional activities, achievements, academic honors, awards or other information related to the position you are applying for (include special training, courses, equipment operated, computer skills, and other relevant skills). Use back page of application if necessary. Do not list any which reflect your race, color, creed, religion, sex, sexual orientation, marital status, age, national origin, veteran/military status, status with regard to public assistance, membership or activity on a local commission, disability, or any other legally protected characteristic.

Have you received any job-related training in the United States Military?  Yes  No

Please give dates and explanation:

## EMPLOYMENT

Please list your previous employers for the last ten years, starting with the most recent first. Include relevant military or unpaid work experience, if any. Use Page 3 of application if necessary. Previous salaries or wages will not be used to determine compensation.

**Please do not use resume in place of requested information.**

**1**

Name of Current/Most Recent Employer	Main Telephone Number (include area code)
Type of Business	May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No
Street Address	Employment dates (include month and year) From: _____ To: _____
City, State, Zip	
Your Job Title:	Wages (Circle: Annual or Hourly) Start: _____ End: _____ Bonus/Commissions
Brief Description of Responsibilities:	
Name/Title of Supervisor:	Supervisors direct phone number:

**2**

Previous Employer	Main Telephone Number (include area code)
Type of Business	May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No
Street Address	Employment dates (include month and year) From: _____ To: _____
City, State, Zip	
Your Job Title:	Wages (Circle: Annual or Hourly) Start: _____ End: _____ Bonus/Commissions
Brief Description of Responsibilities:	
Name/Title of Supervisor:	Supervisors direct phone number:



## OTHER JOB RELATED INFORMATION

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## CANDIDATE STATEMENT

### ▣ PLEASE READ CAREFULLY BEFORE SIGNING ▣

I hereby certify that all of the information provided by me in this application (or any other accompanying or required documents) is correct, accurate and complete to the best of my knowledge. I understand that the falsification, misrepresentation or omission of any facts in said documents will be the cause for denial of employment or immediate termination of employment regardless of the timing or circumstances of discovery.

I understand that the submission of an application does not guarantee employment. I further understand that, should an offer of employment be extended by Data Success, Inc. that such employment with the Company is **AT WILL**, for no specified duration and may be terminated by either the Company or myself at anytime, with or without cause or notice. I understand that none of the documents, policies, procedures, actions, statements of the Company or its representatives used during the employment process is deemed a contract of employment, real or implied. I understand that no representative of the Company, except the President, has the authority to enter into any agreement guaranteeing any conditions of employment or any agreement contrary to the foregoing statements and that any such agreements must be made in writing and signed by the President of Data Success, Inc.

In consideration for employment with Data Success, Inc., if employed, I agree to conform to the rules, regulations, policies and procedures of the Company at all times and understand that such obedience is a condition of employment. I understand that due to the nature of the Company's business, attendance and punctuality are considered essential requirements of every job at the Company and that poor attendance or tardiness will result in disciplinary action.

I authorize you to communicate with persons listed as references, former employers, and any others with whom you desire to check. I agree to hold such persons harmless with respect to any information they may give about me.

If employed, I agree to engage in no outside activity which would involve a material conflict of interest with, or which could reflect adversely on the Company. I understand this decision is to rest with the Company.

If employed, I agree to hold in strictest confidence any information concerning the Company which may come to my knowledge.

I understand that if employed by the Company, I am required to sign a confidentiality disclosure and/or, a non-compete agreement.

I understand that if offered a position with the Company I may be required to submit a pre-employment medical examination, drug screening and background check as a condition of employment. I understand those unsatisfactory results from, refusal to cooperate with, or any attempt to affect the results of these pre-employment tests and checks will result in withdrawal of any employment offer or termination of employment if already employed.

I hereby authorize any and all schools, former employers, references, courts and any others who have information about me to provide such information to Data Success, Inc. and/or any of its representatives, agents or vendors and I release all parties involved from any and all liability for any and all damage that may result from providing such information.

I understand that this application is considered current for three months. If I wish to be considered for employment after this period I must fill out and submit a new application.

I understand that in the event that employment disputes arise between the Company and me, the Company and I will resolve these disputes through an Alternative Dispute Resolution Agreement. The ADR Agreement provides for final and binding arbitration. This ADR Policy applies to all disputes. **THE ADR AGREEMENT DOES, HOWEVER, PRECLUDE ME FROM PERSUING COURT ACTION REGARDING ANY SUCH DISPUTES.**

I understand that an offer of employment is conditional on my providing documentation necessary to establish my identity and eligibility to work in the United States in accordance with the requirements of the Immigration and Naturalization Services I-9 form, and completion of the company's standard employee agreement concerning patents and confidential information.

In consideration of my employment, I agree to abide by all policies and regulations of the Company.

**My signature is evidence that I have read, understood, and agree with the above statements.**

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_