



Applications are received and employees are hired without regard to race, creed, color, sex, religion, age, genetic information, national origin, physical or mental handicap, disability, veteran's status, citizenship status, or any other protected classes under state, local or county regulations. The receipt of this application does not mean that job openings exist and does not obligate us in any way. We appreciate your interest in our organization. **This is a Drug-Free Workplace Offering Equal Employment Opportunities**

Your Personal Information

Last Name _____ First Name _____ Middle Initial _____ Home Phone _____

Address _____ Cell Phone _____

City _____ State _____ Zip Code _____

E-mail Address _____ Preferred method of contact: Home Phone Cell E-mail

Your Work History And Any Employment Gaps

Must be completed even when accompanied by resume. List most recent or current job first. You must include any gaps in employment, with a full explanation and dates for the gap. You must also provide a complete work history for a minimum of 15 years. If you need more space, please photocopy this page and attach it to the application.

Employer	Dates Employed		Summary of Work Performed & Job Responsibilities
	From (Mo/Yr)	To (Mo/Yr)	
Address (City, State, Zip)			Phone
Job Title	Hourly Rate, Weekly Salary or Other Weekly Earnings		
	Starting	Final	
<input type="checkbox"/> Resigned or <input type="checkbox"/> Terminated State Reason:			Supervisor's Name

Employer	Dates Employed		Summary of Work Performed & Job Responsibilities
	From (Mo/Yr)	To (Mo/Yr)	
Address (City, State, Zip)			Phone
Job Title	Hourly Rate, Weekly Salary or Other Weekly Earnings		
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	Starting	Final	
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More of Your Work History And Any Employment Gaps

Employer	Dates Employed		Summary of Work Performed & Job Responsibilities
	From (Mo/Yr)	To (Mo/Yr)	
Address (City, State, Zip)			
Phone			
Job Title	Hourly Rate, Weekly Salary or Other Weekly Earnings		
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Phone			
Job Title	Hourly Rate, Weekly Salary or Other Weekly Earnings		
	Starting	Final	
<input type="checkbox"/> Resigned or <input type="checkbox"/> Terminated State Reason:			Supervisor's Name

If you need more space, please photocopy the previous page or fill out a separate page and attach to this form.

Tell Us About Yourself

You must answer **every** question on this application. If a question does not apply, put "N/A." Please print.

What position are you applying for? _____

What is your salary expectation? \$_____ When can you start work? (Date) _____

How were you referred to us? _____
(If you were referred by a person, please provide the name)

Have you completed an application here before? Yes No If yes, date/location: _____

Have you been employed here before? Yes No If yes, date/position/location: _____

When are you available to work? (Check any that apply): Full-time Part-time Temporary Nights Weekends

Are there any days or times during the week that you are not available to work? Yes No
(Reasonable accommodation of religious needs that do not create an undue hardship will be considered, if applicable.)

If yes, please list the days/times you are not available to work _____

If necessary, can you provide proof that you are over any minimum work age requirement? Yes No

Are you willing to work overtime? Yes No Do you have steady transportation to work? Yes No

Can you travel, if required? Yes No What percentage of time? _____

Are you on a layoff and subject to recall? Yes No May we contact your present employer? Yes No

How much time have you lost from work during the past 12 months? _____

Are you now, or do you expect to be, engaged in any other business or employment while working here? Yes No

If yes, please explain _____

Are you presently an officer, employee, or employer of another business in our industry or with whom we compete? Yes No

If yes, please explain _____

Have you ever been terminated or asked to resign from a job? Yes No

If yes, please explain _____

Why do you desire to make a change? _____

Are you legally eligible to work in the United States? Yes No (Proof of citizenship status/identity required upon hire)

What three things are most important to you in a job? 1) _____ 2) _____ 3) _____

What three adjectives best describe you? 1) _____ 2) _____ 3) _____

What type of work do you most enjoy? _____

Why do you want to work here? _____

Have you ever been a customer of ours? Yes No If yes, what services did you receive? _____

Tell Us About Your Special Skills And Qualifications

List any special skills, training, experience, certifications, or licenses that may be relevant to this position or our company _____

List any professional, trade, business, or civic activities or offices held that would relate to working here _____

List any foreign languages that you fluently speak, read, and/or write that would relate to working here _____

List software programs that you are proficient in _____

Your Educational Background

Schooling	Did you graduate?	Years completed	Degree received and Major subject	Name of School	Location
High School or GED	<input type="checkbox"/> Yes <input type="checkbox"/> No				
Trade, Business, or Correspondence					
College					
Graduate School					

Tell Us About Your Driving Record

Necessary for positions that may require use of a personal or company vehicle for work

Do you hold a valid Driver's License? Yes No If yes, provide the state _____

Have you been convicted of any moving violation(s) in the last 5 years? Yes No If yes, give date(s) and explanation of each: _____

Tell Us About Your Past

Answering "yes" to any of these questions is not an automatic bar to employment.

Have you ever been disciplined or terminated from any job for an act of violence, harassment, discrimination, ethical breach or theft?

Yes No If yes, explain the circumstances, employer, and date _____

Have you ever been a defendant in a civil action for an intentional tort? (e.g. assault, battery, false imprisonment, infliction of emotional distress, tortious interference with a business relationship, defamation, invasion of privacy, fraud and misrepresentation, abuse of process and malicious prosecution or others) Yes No If yes, provide an explanation of the nature of the intentional tort, the date of the action, the location, and the disposition or outcome: _____

Do you currently have any criminal charges pending against you for which you have not been arrested? Yes No If yes, describe the details of the charge(s), the date(s) of the offense(s) (month and year), your age at the time of the offense(s), and the current status of the charge(s) _____

Are you currently wanted by any law enforcement agency? Yes No If yes, by what agency and for what act? _____

Tell Us About Any Records

Have you ever been convicted of, received a sentence for, pled nolo contendere (no contest) to, or been placed on probation or fined by any judicial or quasi-judicial body for a crime, other than a minor traffic violation? (*Arrest records and juvenile, sealed or expunged records should not be disclosed. Any other criminal record not disclosed by you may be considered falsification of this application, which may result in revocation of your employment offer or termination of your employment. Also, in accordance with any state or federal regulations, you may be required to provide copies of any criminal records. Answering "yes" to this question is not an automatic bar to employment.*) See below for specific instructions related to the state in which you are applying for employment. If the state in which you are applying for employment is not listed, answer this question as worded.

Yes No If yes*, describe the details of the conviction, the sentence for the conviction, the date of the offense (month and year), your age at the time of the offense, and your rehabilitation since the conviction: _____

California* Candidates:

- Do not disclose convictions that have been sealed, expunged, or statutorily eradicated.
- Do not disclose misdemeanor convictions for which probation has been successfully completed or discharged.
- Do not disclose convictions for marijuana possession, possession of marijuana pipes or paraphernalia, operation of a business that displays or sells marijuana paraphernalia in areas accessible to minors and being under the influence of marijuana.

Connecticut* Candidates:

- Do not disclose erased records of arrests, criminal charges, or convictions.
- Applicants with erased criminal records can swear under oath that they have never been arrested.
- Criminal records eligible for erasure include delinquency determinations, findings as a child in a family with service needs,

youthful offender adjudications, dismissed or nolle criminal charges, criminal charges where the accused was found not guilty or received an absolute pardon, and any other conviction where erasure is allowed by law.

Illinois* Candidates

- Applicants are not required to disclose arrest records.

Massachusetts* Candidates:

- List felony convictions AND list any misdemeanors that you were convicted of within the past 5 years excluding first convictions for: drunkenness, simply assault, speeding, minor traffic violations, affray, or disturbance of the peace.
- Applicants for employment with a sealed record on file with the Commission of Probation may answer "no record" with respect to an inquiry herein relative to prior arrests, convictions, criminal court appearances, adjudications in all cases of delinquency or

as a child in need of services which did not result in a complaint transferred to the Superior Court for criminal prosecutions.

Nevada* Candidates

- List all felony convictions and any misdemeanor convictions that occurred in the past 10 years and that resulted in imprisonment.
- A conviction will not necessarily disqualify an applicant from the position applied for.

North Dakota* Candidates

- List felony convictions only.

Utah* Candidates

- For any convictions, list only felonies.

Washington State* Candidates

- List any convictions or terms of imprisonment within the past 10 years only.

Military Service

Branch of Service _____ Rank at Discharge (*if applicable*) _____

List Duties and Special Training and/or Skills _____

Non-Compete Agreement

Are you currently subject to a Non-Compete Agreement or Restrictive Covenant that would prohibit you from working at our company in the position for which you are applying? Yes No If yes, provide a copy of the agreement and state the name of the company: _____

Agreement and Release

For the purpose of this agreement and release, the organization that has provided you with this application is referred to as "the company," "this company," or "you" in the following paragraphs:

The facts set forth above in my application for employment are true and complete. I understand that false statements or omission of information on this application (even if discovered after employment) or any other employment form may lead to dismissal or denial of employment. You are hereby authorized to make any investigation of my personal history, financial, criminal, credit, and motor vehicle records through any investigative or credit agencies or bureaus of your choice. You are also authorized to administer a personality profile or other pre-employment tests and verify my background. A criminal record or sentence is not an automatic disqualification for employment. I agree to submit to any drug or alcohol testing prior to or after employment, and I agree to submit to a medical evaluation, if required. I consent to the release of any or all medical information or records deemed necessary to determine my capability to perform the essential job functions of the position for which I may hold.

In making this application for employment, I also understand that an investigative consumer report may be made whereby information is obtained through personal interviews with my neighbors, friends, or others with whom I am acquainted. In exchange for the consideration of my employment application by this company, I hereby release and forever discharge this company (including its directors, officers, employees, and agents) and my past and/or present employers (including their directors, officers, employees, and agents) from any liabilities which may result from an investigation of my past and/or present employment or from the disclosure of such information. I authorize the use of any information in this application to verify my statements, and I authorize past employers, doctors, all references, and any other persons to answer all questions asked concerning my ability, character, reputation, and previous employment record.

I understand that if my application is accepted and if I am hired, that employment with this company at all times is employment "at will." It is further understood that this "at will" relationship may not be changed by any written document, verbal statements, or by conduct unless an authorized executive of this company specifically acknowledges such change. I further understand that my "at will" employment may be terminated at any time by this company or myself and includes no guarantee, contract, or promise of employment for any specific length of time. I understand that the first 90 days of employment is a new-hire introductory period. Submission of this application does not imply that you will be hired.

I have read, understand, and by my signature consent to these statements:

Signature of Applicant _____ Date _____

Your Emergency Contact

In Case of an Emergency, I Authorize You to Contact:

Name _____ Telephone Number _____

EMPLOYMENT INQUIRY RELEASE

In conjunction with my application for employment (including contract services) with you, my prospective employer, I understand that you intend to hire Selection.com to obtain Consumer Reports and / or Investigative Consumer Reports (hereinafter called "Reports") about me as defined in the Fair Credit Reporting Act (FCRA). These "Reports" may include information concerning my credit worthiness, credit standing, credit capacity, character, academic background, credentials, work habits, work performance, work experience, reasons for work termination, general reputation, personal characteristics or mode of living. You also may seek information concerning my employment history, workers' compensation history, motor vehicle record, education background, civil litigation history and/or criminal record.

I understand that you may rely on any or all of the above referenced information in determining whether to extend an offer of employment to me. If you contemplate making an adverse employment-related decision that will affect me based, in whole or in part, upon a "Report" obtained from Selection.com, I will be provided with a copy of the "Report" and a written summary of my Consumer Rights under the FCRA before you finalize that decision.

I have read the above disclosure and I hereby authorize you, Selection.com or its authorized agents to obtain the above referenced information about me. I also authorize all agencies, bureaus, employers, information service organizations and individuals to provide any of the above referenced knowledge or information they have concerning me. If I am hired, this authorization shall remain on file and shall serve as an ongoing authorization for you to obtain "Reports" about me from Selection.com at any time during my employment with you. A photocopy or facsimile of this authorization shall be as valid as the original. I agree that any and all disputes arising from this "Report" shall be brought only in state or federal court in the State of Ohio and shall be governed by, and construed in accordance with, the laws of the State of Ohio.

Signature _____ Date _____

THE FOLLOWING INFORMATION IS REQUIRED TO CONDUCT THE BACKGROUND INVESTIGATION

PRINT NAME _____
Last Name First Name Middle Initial Social Security Number

PREVIOUS OR MAIDEN NAME (if applicable) _____ PHONE NUMBER _____

STREET ADDRESS _____ CITY _____ STATE _____ ZIP _____

DRIVER'S LICENSE NUMBER _____ STATE ISSUED _____

List states and counties of residence, other than above, for the past seven (7) years:

COUNTY _____ STATE _____; COUNTY _____ STATE _____; COUNTY _____ STATE _____

FOR IDENTIFICATION PURPOSES ONLY: Date of birth _____

My prospective employer understands age to be a protected characteristic and the information requested will not be used as the basis for any employment decision.

Notice to Applicants Living in CA, OK or MN

By checking this box, I request to receive a free copy of any Report ordered on me.

Email address: _____ **

** By entering my email address, I authorize Selection.com to deliver my Report via email

Notice to California Residents:

Under section 1786.22 of the California Civil Code, you may view the file maintained on you by Selection.com during normal business hours. You may also obtain a copy of this file, either in person or by mail, by submitting proper identification and paying the costs of duplication services. You may also receive a summary of the file by telephone by being able to provide adequate identification as to allow Selection.com to determine with reasonable certainty that you are the subject of the report. Selection.com is required to have personnel available to explain your file to you and must explain to you any coded information appearing in your file. If you appear in person, another person of your choice may accompany you, providing that this additional person furnishes proper identification.

***** IF FAXING REQUEST, THIS SECTION MUST BE COMPLETED BY EMPLOYER FOR PROCESSING *****

Customer Number _____ Location or Store Number _____ Date Submitted _____

Contact Person _____ Phone Number _____ Position Applied For _____

Information Requested:

Combined Report: _____

Individual Reports: _____

Criminal Convictions County(s) and state(s) _____

Other: _____

This Form Provided By:

Selection.com 155 Tri County Boulevard; Suite 150 Cincinnati, OH 45253 Telephone - 800.325.3609 Fax - 888.767.2435

Subject: MVR AUTHORIZATION

To Whom It May Concern:

This will authorize you to release information contained in my Motor Vehicle Report to my (prospective) employer, SEXTON HOME & COMMERCIAL SERVICES. I completely understand you are releasing this information to my employer in connection with the use of my vehicle during working hours for my employer and/or for use of company vehicles.

Signature: _____

Print Full Name: _____

Date of Birth: _____ Social Security #: _____

Drivers License #: _____ State Issued: _____

Date: _____