

# Application for Employment

*(Save and Email)*

We are an equal opportunity employer, dedicated to a policy of non-discrimination in employment on any basis including age, sex, color, race, creed, national origin, religious persuasion, marital status, political belief, or disability that does not prohibit performance of essential job functions.

Date: \_\_\_\_\_

## I. Personal Information

\_\_\_\_\_  
Name: Last First Middle

\_\_\_\_\_  
Present Address

\_\_\_\_\_  
Permanent Address (if different than above)

\_\_\_\_\_  
XXX-XX  
Last Four of Social Security Number Telephone

**Federal law prohibits the employment of unauthorized aliens. All persons hired must submit satisfactory proof of employment authorization and identity (valid driver's license, birth certificate, Green Card, etc.) within three days of being hired. Failure to submit such proof within the required time shall result in immediate employment termination.**

**Position Applied For:** \_\_\_\_\_

1. Is there any information we would need about your name or use of another name for us to be able to check your work record? Please specify:

\_\_\_\_\_

2. Do you have any relatives who are presently (or have formerly been) employed by (Company)?

\_\_\_\_\_

3. How were you referred to (Company)? \_\_\_\_\_

4. Have you ever been convicted of a felony?  Yes  No If yes, please explain:

\_\_\_\_\_

As a condition of employment, employee agrees to credit and background check to verify personal information. All information to be kept confidential by employer.

## II. Educational History

School Name/Location	Years Completed	Degree/Diploma
Elem/Jr. High _____		
High School _____		
College _____		
Tech. Training _____		
Other _____		

## III. Employment Record *Please include all employment for the last five years.*

- |   |                                  |
|---|----------------------------------|
| _____<br>Company Name (Current or Most Recent Employer) | _____<br>Position Held           |
| _____<br>Address  | Dates Employed: _____<br>From To |
| _____<br>Manager / Supervisor                           | _____<br>Telephone Wage/Salary   |
| _____<br>Reason For Leaving                             |                                  |
- |                               |                                  |
|-------------------------------|----------------------------------|
| _____<br>Company Name         | _____<br>Position Held           |
| _____<br>Address              | Dates Employed: _____<br>From To |
| _____<br>Manager / Supervisor | _____<br>Telephone Wage/Salary   |
| _____<br>Reason For Leaving   |                                  |
- |                               |                                  |
|-------------------------------|----------------------------------|
| _____<br>Company Name         | _____<br>Position Held           |
| _____<br>Address              | Dates Employed: _____<br>From To |
| _____<br>Manager / Supervisor | _____<br>Telephone Wage/Salary   |
| _____<br>Reason For Leaving   |                                  |

**NOTE:** Use a separate sheet to list additional employers, if necessary. We will contact all of the employers listed on this application unless you specifically exclude them below. Please list any employers you do not want us to contact and your reason for the exclusion:

_____	_____
(Employer's Name)	Reason
_____	_____
(Employer's Name)	Reason

**IV. References**    *Please do not include relatives.*

1.	_____	_____
	Name	Years Known
	_____	_____
	Address	Telephone
	_____	
	Occupation	
2.	_____	_____
	Name	Years Known
	_____	_____
	Address	Telephone
	_____	
	Occupation	
3.	_____	_____
	Name	Years Known
	_____	_____
	Address	Telephone
	_____	
	Occupation	

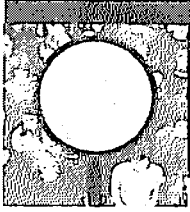
**V. Work Availability**

1. If your application receives favorable consideration, when will you be available to begin work?  
\_\_\_\_\_
2. Do you have any objection to working overtime?    ( ) Yes ( ) No
3. Can you work overtime without prior notice?    ( ) Yes ( ) No
4. Can you work on Saturday?    ( ) Yes ( ) No
5. Can you work on Sunday?    ( ) Yes ( ) No
6. Can you travel if required by this position?    ( ) Yes ( ) No

**VI. Salary / Hourly Rate Requirements**

If your application receives favorable consideration, what salary/hourly rate would you require?

\$ \_\_\_\_\_ per \_\_\_\_\_



# Information

## Authorization to Obtain Records and Other Information for Employment Purposes

▶

NAME (First, Middle (full), Last)		PAST LEGAL NAMES or ALIAS (First, Middle (full), Last)	
CURRENT STREET ADDRESS, CITY, STATE, ZIP		HOW LONG?	
FIRST PREVIOUS STREET ADDRESS, CITY, STATE, ZIP		HOW LONG?	
SECOND PREVIOUS STREET ADDRESS, CITY, STATE, ZIP		HOW LONG?	
APPLICANT SOCIAL SECURITY NUMBER	DATE OF BIRTH	DRIVER'S LICENSE # AND STATE ISSUED	MALE / FEMALE (circle one)
APPLICANT EMAIL			

### WAIVER

I hereby authorize Catapult Services Corporation (Catapult) to prepare a consumer report that will include my present and previous employment information, including salary as well as work performance. I also authorize Catapult to verify my past and present driving records, education records, credit history, professional credentials, and other records as may be appropriate. I further authorize Catapult to perform a criminal records search.

The facts set forth in my application for employment are true and complete. I understand that if employed, any false statement or omission of information on my application form may result in my termination. I further understand that this application is not intended to be a contract of employment, nor does this application serve as an obligation in any way to employ me or not to employ me.

I hereby fully waive any rights or claims that I have or may have against all current and/or former employers, and their agents, employees, and representative and damages that may directly or indirectly result from the use, disclosure or release of any information by any person or party, whether such information is favorable or unfavorable to me. I further waive any claim against you and any outside agency utilized by you as a result of any information which is obtained in this investigation.

*California, Minnesota and Oklahoma residents only:*

I want to receive a free copy of any Consumer Report, Investigative Consumer Report or Credit Report on me that is requested.  Yes  No

*New York employers and residents only:* By signing this consent form I acknowledge receipt of a copy of Article 23-A of New York Corrections Law.

SIGNATURE	DATE
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*For office use only*

**Fax to 1-919-876-6272**

▶

COMPANY NAME	REQUESTOR
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- Criminal Record   
  Credit Report   
  Motor Vehicle Record   
  Social Sec. No. Trace   
  OIG   
  Federal Record

*For Georgia criminal searches only: (must check one)*

- Employment with Mentally Disabled (Purpose Code M)   
  Employment with Children (Purpose Code W)  
 Employment with Elder Care (Purpose Code N)   
  None Apply

CRIMINAL (where) 1	2	3
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EMPLOYMENT 1	2	3
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PROFESSIONAL LICENSE VERIFICATION	EDUCATION VERIFICATION
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## **FAIR CREDIT REPORTING ACT DISCLOSURE & AUTHORIZATION**

### **DISCLOSURE**

In considering you as an applicant for employment or as a current employee, we may choose to secure and use information contained in either a consumer report or investigative consumer report about you obtained from a consumer reporting agency when: (1) considering your application for employment (2) making a decision whether to offer you employment, (3) deciding whether to continue your employment or (4) making other employment-related decisions directly affecting you.

For explanation purposes, a "consumer reporting agency" is a person or business that, on a cooperative nonprofit basis, or for monetary fees or dues, regularly assembles or evaluates consumer credit information or other information on consumers for a person who has a legitimate business need for the information or intends to use the information for employment purposes.

A "consumer report" means any written, oral or other communication of any information by a consumer reporting agency bearing on your credit worthiness, credit standing, credit capacity, character, general reputation, personal characteristics, or mode of living which is used or expected to be used or collected in whole or in part for the purpose of serving as a factor in establishing your eligibility for employment purposes.

An "investigative consumer report" means a consumer report or portion thereof in which information on your character, general reputation, personal characteristics, or mode of living is obtained through personal interviews with your neighbors, friends, or associates reported on or with others with whom you are acquainted or who may have knowledge concerning any such items of information.

In the event an investigative consumer report is prepared, you may request additional disclosures regarding the nature and scope of the investigation requested as well as a written summary of your rights under the Fair Credit Reporting Act.

### **AUTHORIZATION**

By your signature below, you hereby authorize us to obtain a consumer report and/or an investigative report about you in order to consider you for employment. If hired, this authorization shall remain on file and shall serve as an ongoing authorization for us to procure consumer reports at any time during the employment period.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Printed)