



Employment Application

Date: _____

The Research and Evaluation Group is an equal opportunity employer and will not discriminate in the hiring process on the basis of race, color, gender, national origin, age, disability or handicap, genetic information, veteran status, uniformed service status, or any other characteristics protected by law.

Last Name	First Name	Middle Name	
No. & Street of Present Address	City	State	Zip Code
- -	- -		
Home Phone	Cell or Business Phone	E-mail Address	
EMPLOYMENT DESIRED			
Position Applying for:			
Referred By:			
Are you applying for Regular Full-Time work?		Are you applying for Regular Part-Time work?	
What days and hours are you available to work?			
Are you available on the weekends?		Would you be available to work overtime, if necessary?	
If hired, on what day can you start work?		Salary desired: \$ per	
PERSONAL INFORMATION			
If hired, would you have reliable means of transportation to and from work?			
Are you at least 18 years old? <i>(If under 18, hire is subject to verification that you are of minimum legal age).</i>			
If hired, can you present evidence of your U.S. citizenship or proof of your legal right to work in this country?			
Are you able to perform the essential functions of the job for which you are applying, either with or without reasonable accommodation?			
If no , describe the functions that cannot be performed: <i>(Note: We consider reasonable accommodation measures that may be necessary or eligible applicants/employees to perform essential functions.)</i>			
Have you ever been convicted of a criminal offense (felony or serious misdemeanor)?			
If yes , state the nature of the crime(s), when and where convicted, and disposition of the case: <i>(Note: No applicant will be denied employment solely on the grounds of conviction of a criminal offense. The nature of the offense, the date of the offense, the surrounding circumstances and the relevance of the offense to the position(s) applied for may, however, be considered.)</i>			

EMPLOYMENT HISTORY

List below all present and past employment starting with your most recent employer. Attach a separate page if necessary. Account for all periods of unemployment. You must complete this section even if attaching a resume.

CURRENT or LAST EMPLOYER

- - / to /

Employer Telephone No. Dates of Employment (Month/Year to Month/Year)

\$

Supervisor's Name Supervisor's Email Address Pay (\$ per Hour or Year)

No. & Street Address City State Zip Code

Position & Duties

Reason for Leaving

May we contact your current or former supervisor for a reference? : _____

EMPLOYER

- - / to /

Employer Telephone No. Dates of Employment (Month/Year to Month/Year)

\$

Supervisor's Name Supervisor's Email Address Pay (\$ per Hour or Year)

No. & Street Address City State Zip Code

Position & Duties

Reason for Leaving

May we contact your former supervisor for a reference? : _____

EMPLOYER

- - / to /

Employer Telephone No. Dates of Employment (Month/Year to Month/Year)

\$

Supervisor's Name Supervisor's Email Address Pay (\$ per Hour or Year)

No. & Street Address City State Zip Code

Position & Duties

Reason for Leaving

May we contact your former supervisor for a reference? : _____

EDUCATION, TRAINING & EXPERIENCE

Starting with your most recent school attended, provide the following information:

School (include City & State)	Years Completed?	Did you Graduate?	Degree or Diploma

Do you have any other experience, training, qualifications, or skills which you feel make you especially suited for work at EvalGroup?

- If yes, please explain: _____

Answer the questions in this section if you are applying for a position requiring licensing or certification

Are you licensed/certified for the job you are applying for?

Name of license/certification: _____

Issuing State: _____ License/Certification Number: _____

Has your license/certification ever been revoked or suspended? _____

- If yes, state reason(s), date of revocation or suspension, and date of reinstatement: _____

MILITARY SERVICE

Have you obtained any special skills or abilities as the result of service in the military? _____

- If yes, please describe: _____

REFERENCES

List below two persons unrelated to you who have knowledge of your work performance within the last three years:

Last Name	First Name	Telephone Number
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Occupation	Number of Years Acquainted
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Last Name	First Name	Telephone Number
-----------	------------	------------------

Occupation	Number of Years Acquainted
------------	----------------------------

Please read carefully, initial each paragraph and sign below:

_____	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, the undersigned applicant, have personally completed this application. I understand that any omission or misstatement of material fact on this application or on any document used to secure employment shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery.
_____	I hereby authorize The Research and Evaluation Group to thoroughly investigate my references, work record, education and other matters related to my suitability for employment and, further, authorize the references I have listed to disclose to the company any and all letters, reports and other information related to my work records, without giving me prior notice of such disclosure. In addition, I hereby release the company, my former employers and all other persons, corporations, partnerships and associations from any and all claims, demands or liabilities arising out of or in any way related to such investigation or disclosure.
_____	I understand and agree that, if hired, my employment is “At Will” . An employee may terminate his or her employment at any time for any reason or for no reason, without notice, and The Research and Evaluation Group may terminate any employee’s employment at anytime for any reason or no reason, without notice.
_____	Should a search of public records (including records documenting an arrest, indictment, conviction, civil judicial action, tax lien or outstanding judgment) be conducted by internal personnel employed by The Research and Evaluation Group, I am entitled to copies of any such public records obtained by The Research and Evaluation Group unless I mark the check box below. If I am not hired as a result of such information, I am entitled to a copy of any such records even though I have checked the box below <input type="checkbox"/> I waive receipt of a copy of any public record described in the paragraph above.
_____	I understand that The Research and Evaluation Group is a drug-free and alcohol-free workplace and can screen for illegal drug use before hiring and during the course of employment.

This application will remain active for 90 days. After which time, you must reapply to be considered for employment with EvalGroup.

Applicant’s Signature: _____ Date: _____