

EMPLOYMENT APPLICATION

Date of application ___/___/___

PERSONAL INFORMATION

Name (Last)	(First)	(Middle)	Social Security No.
Home Address	City	State	Zip
Home Telephone ()	Business Telephone ()	May we contact you at work? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Position Applying For: _____		Date Available: _____	
Are you interested in (check all that apply): <input type="checkbox"/> Full-time <input type="checkbox"/> Part-Time <input type="checkbox"/> Temporary		<input type="checkbox"/> Summer <input type="checkbox"/> Volunteer	
Are you willing to relocate? <input type="checkbox"/> Yes <input type="checkbox"/> No	If you are under 18 years of age, please state your date of birth _____ (No one under age 16 may be hired.)		Are you willing to travel? <input type="checkbox"/> Yes <input type="checkbox"/> No What percent _____?
How were you referred to PSI?			

EDUCATION

Type of School	Name and Location of School	Degree/Area of Study	Number of Years Attended	Graduated
High School	Name _____ Address _____			<input type="checkbox"/> Yes <input type="checkbox"/> No
	City _____ State _____ Zip _____			
College	Name _____ Address _____			<input type="checkbox"/> Yes <input type="checkbox"/> No
	City _____ State _____ Zip _____			
Graduate School	Name _____ Address _____			<input type="checkbox"/> Yes <input type="checkbox"/> No
	City _____ State _____ Zip _____			
Other	Name _____ Address _____			<input type="checkbox"/> Yes <input type="checkbox"/> No
	City _____ State _____ Zip _____			

U.S. MILITARY SERVICE

Branch of Service	Technical Specialization	Rank Attained

SPECIAL SKILLS

Typing Speed _____ wpm	Shorthand or Speedwriting _____ wpm	PC Software/Other Equipment
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LEGAL

Are you a U.S. citizen? Yes No If no, do you have a legal right and necessary documents to work in the U.S.? Yes No
(Identity and employment eligibility of all new hires will be verified as required by the Immigration Reform and Control Act of 1986).

Were you ever discharged by any company? Yes No If yes, give name of company(ies) _____

Reason for discharge _____

Have you ever been convicted of a crime or plea no contest other than a minor traffic violation? Yes No If yes, please explain the offense and final disposition.

(CONTINUED)

EMPLOYMENT HISTORY

List employment starting with your most recent position. Account for any time during this period that you were unemployed by stating the nature of your activities. May we contact your present employer? Yes No Please indicate if you were employed under a different name.

Dates	Name and Address of Employer	Position Held and Supervisor	List Major Duties	Salary or Wages	Reason for Leaving
From: _____/_____/_____ mo. yr.	Name _____ Address _____ City _____ State _____	Your Job Title _____ Supervisor _____		Starting _____ Final _____	
To: _____/_____/_____ mo. yr.	Phone _____ (_____)				
From: _____/_____/_____ mo. yr.	Name _____ Address _____ City _____ State _____	Your Job Title _____ Supervisor _____		Starting _____ Final _____	
To: _____/_____/_____ mo. yr.	Phone _____ (_____)				
From: _____/_____/_____ mo. yr.	Name _____ Address _____ City _____ State _____	Your Job Title _____ Supervisor _____		Starting _____ Final _____	
To: _____/_____/_____ mo. yr.	Phone _____ (_____)				

REFERENCES

Waiver of Potential Liability

I am seeking employment with PSI. I provided your name to PSI as a possible reference. I authorize you to provide to PSI your personal, good faith, assessment of my abilities, skills, work habits, industriousness, and other traits or criteria relevant to employment. In return for your time and effort in providing your good faith, personal opinion, I hereby inform you that I am waiving my right that I might have to bring litigation against you relating in any way whatsoever to the contents of your good faith assessment/evaluation of me as a potential employee of PSI.

Business references: (do not list relatives) (please indicate if you were employed under a different name)

Name	Address	Work Phone #	Title	Years Known
		()		
		()		
		()		

PLEASE READ CAREFULLY

In submitting this application for employment, I understand that an investigation may be made whereby information is obtained regarding my character, previous employment, general reputation, educational background, credit record, and/or criminal history. I authorize anyone possessing this information to furnish it to PSI and/or a 3rd party company upon request and I release anyone so authorized, PSI, and any 3rd party to company from all liability and damages whatsoever in furnishing, obtaining or using said information.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in immediate dismissal. I understand, also, that I am required to abide by all rules and regulations of PSI.

I understand and agree that if employed, the employment will be "at will". That is, either I or PSI may end the employment relationship at any time, for any reason, or for no reason. I understand that receipt of this application by PSI does not imply employment and that this application and/or any other PSI documents are not contracts of employment.

Various Federal, State, and Local laws prohibit discrimination based on race, color, sex, religion, national origin, ancestry, age, disability or marital status. PSI is an equal opportunity employer and your response to any question will not be used as a basis for discrimination, but will be judged on its relevance to the position you are seeking.

Applicant's Signature

Date