



International EMPLOYMENT APPLICATION

EQUAL ACCESS TO PROGRAMS, SERVICES AND EMPLOYMENT IS AVAILABLE TO ALL PERSONS. THOSE APPLICANTS REQUIRING REASONABLE ACCOMODATIONS TO THE APPLICATION AND/OR INTERVIEW PROCESS SHOULD CONTACT A REPRESENTATIVE OF THE TRENDS INTERNATIONAL, LLC HUMAN RESOURCES DEPARTMENT AT (317) 388-1212.

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E-Verify Participation Poster – Provided to Candidate

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E-Verify Right To Work Poster – Provided to Candidate

PERSONAL INFORMATION

FIRST NAME AND MIDDLE INITIAL		LAST NAME	
ADDRESS	CITY	STATE	ZIP CODE
HOME PHONE NO.	CELL PHONE NO.	HOME E-MAIL ADDRESS	

APPLICATION INFORMATION

REFERRAL SOURCE: NAME OF INDIVIDUAL WHO REFERRED YOU OR NAME OF SOURCE, NEWSPAPER OR MONSTER.COM? _____		
ARE YOU LEGALLY ELIGIBLE FOR EMPLOYMENT IN THIS COUNTRY? <input type="checkbox"/> YES <input type="checkbox"/> NO		
ARE YOU ABLE TO MEET THE ATTENDANCE REQUIREMENTS OF THIS POSITION? <input type="checkbox"/> YES <input type="checkbox"/> NO		
HAVE YOU EVER PLED "GUILTY" OR "NO CONTEST" TO, OR BEEN CONVICTED OF A CRIME? <input type="checkbox"/> YES <input type="checkbox"/> NO		
POSITION DESIRED	DATE YOU CAN START	SALARY DESIRED
HAVE YOU EVER APPLIED TO THIS COMPANY BEFORE?	WHERE?	WHEN?

Have you ever been arrested or convicted of a crime that has not been expunged by a court? ☐ Yes ☐ No

EDUCATION HISTORY

NAME & LOCATION OF SCHOOL	YEARS COMPLETED	DEGREE ACHIEVED	SUBJECTS STUDIED
HIGH SCHOOL			
COLLEGE, TRADE OR BUSINESS SCHOOL			

GENERAL INFORMATION

SUBJECTS OF SPECIAL STUDY/RESEARCH WORK OR SPECIAL TRAINING, SKILLS OR QUALIFICATIONS RELATED TO THE POSITION FOR WHICH YOU ARE APPLYING.

PROFESSIONAL REFERENCES

LIST BELOW THREE BUSINESS/WORK REFERENCES WHO ARE *NOT* RELATED TO YOU.

NAME	ADDRESS AND PHONE NUMBER	RELATIONSHIP (E.G. CURRENT COWORKER, PAST SUPERVISOR)	TITLE	YEARS KNOWN

FORMER EMPLOYERS

LIST BELOW YOUR LAST FOUR EMPLOYERS, STARTING WITH MOST RECENT OR CURRENT.

DATE MONTH AND YEAR	NAME, ADDRESS AND PHONE NUMBER OF EMPLOYER	STARTING AND ENDING SALARY	POSITION(S) HELD	REASON FOR LEAVING
FROM		START		
TO		END		
MAY WE CONTACT FOR REFERENCES? YES NO LATER SUMMARIZE THE TYPE OF WORK PERFORMED AND JOB RESPONSIBILITIES:				
FROM		START		
TO		END		
MAY WE CONTACT FOR REFERENCES? YES NO LATER SUMMARIZE THE TYPE OF WORK PERFORMED AND JOB RESPONSIBILITIES:				
FROM		START		
TO		END		
MAY WE CONTACT FOR REFERENCES? YES NO LATER SUMMARIZE THE TYPE OF WORK PERFORMED AND JOB RESPONSIBILITIES:				
FROM		START		
TO		END		
MAY WE CONTACT FOR REFERENCES? YES NO LATER SUMMARIZE THE TYPE OF WORK PERFORMED AND JOB RESPONSIBILITIES:				

AUTHORIZATION

"I certify that the facts contained in this application are true and complete to the best of my knowledge and understand that, if employed, falsified statements on this application shall be grounds for dismissal.

I authorize investigation of all statements contained herein and the references and employers listed above to give you any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise, and release the company from all liability for any damage that may result from utilization of such information.

I understand that Trends International, LLC does not unlawfully discriminate in employment and no question on this application is used for the purpose of limited or excusing any applicant from consideration for employment on a basis prohibited by applicable local, state or federal law.

If I am hired, I understand that I am free to resign at any time, with or without cause and without prior notice, and the employer reserves the same right to terminate my employment at any time, with or without cause and without prior notice, except as may be required by law. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I also understand and agree that no representative of the company has any authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the foregoing, unless it is in writing and signed by an authorized company representative.

I also understand that if I am hired, I will be required to provide proof of identity and legal authority to work in the United States and that federal immigration laws require me to complete an I-9 Form in this regard.

I understand that Trends International, LLC is a drug-free workplace and that I may be required to submit to a drug screen prior to being hired for this position and could, throughout my employment, be subject to drug and/or alcohol screens. Refusal to submit to a drug and/or alcohol screen can be grounds to cancel further consideration of this application, or immediate discharge.

This waiver does not permit the use of disability-related or medical information in a manner prohibited by the Americans with Disabilities Act (ADA) and other relevant federal and state laws."

DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE AUTHORIZATION.

I certify that I have read, fully understand and accept all terms of the foregoing Authorization.

DATE: _____ SIGNATURE OF APPLICANT: _____

IF YOU HAVE THE RIGHT TO WORK, Don't let anyone take it away.



If you have a legal right to work in the United States, there are laws to protect you against discrimination in the workplace.

You should know that –

No employer can deny you a job or fire you because of your national origin.

Unless mandated by law or government contract, employers cannot require you to be a U.S. Citizen or permanent resident or refuse any legally acceptable documents.

If any of these things have happened to you, you may have a valid charge of discrimination that can be filed with the OSC. Contact the OSC for assistance in your own language.

Call 1-800-255-7688. TDD for the hearing impaired is 1-800-237-2515.

In the Washington, D.C., area, please call 202-616-5594, TDD 202-616-5525

Or write to:
U.S. Department of Justice
Office of Special Counsel - NYA
950 Pennsylvania Ave., N.W.
Washington, DC 20530

**U.S. Department of Justice
Civil Rights Division**

Office of Special Counsel for
Immigration-Related Unfair
Employment Practices



This Organization Participates in E-Verify



This employer will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each new employee's Form I-9 to confirm work authorization.

IMPORTANT: If the Government cannot confirm that you are authorized to work, this employer is required to provide you with written instructions and an opportunity to contact DHS and/or the SSA before taking adverse action against you, including terminating your employment.

Employers may not use E-Verify to pre-screen job applicants and may not limit or influence the choice of documents presented for use on the Form I-9.

In order to determine whether Form I-9 documentation is valid, this employer uses E-Verify's photo matching tool to match the photograph appearing on some permanent resident and employment authorization cards with the official U.S. Citizenship and Immigration Services' (USCIS) photograph.

NOTICE:

Federal law requires all employers to verify the identity and employment eligibility of all persons hired to work in the United States.

If you believe that your employer has violated its responsibilities under this program or has discriminated against you during the verification process based upon your national origin or citizenship status, please call the Office of Special Counsel at 800-255-7688, 800-237-2515 (TDD) or at www.justice.gov/crt/osc.

Employment Verification.  **Done.**

For more information on E-Verify, please contact DHS at:

888-897-7781

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E-VERIFY IS A SERVICE OF DHS AND SSA

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