

EMPLOYMENT APPLICATION



Please complete all questions either printing in ink or type. Do not leave any questions blank. Include any supplemental information which you feel would be helpful in the consideration of your qualifications. ComResource, Inc. is an Equal Opportunity Employer. No aspect of employment will be influenced by an applicant nor employee's race, age, color, religion, sex, national origin, ancestry, military or veteran status, physical or mental disabilities, or any other status protected by law. All employment decisions will be made solely on the basis of the individual's qualifications as related to the nature of the position being filled.

This Application will remain active for Three (3) months upon signing.

PERSONAL INFORMATION

Date:

Name (as appears on your Social Security card. If you are awaiting a SS card, please print name as on the document, considered valid by SSA to establish identity)

Last First Middle Initial

Address:

Street City State Zip

Contact Phone Number Email Address

POSITION INFORMATION

How did you hear about ComResource, Inc?

Desired Position Desired Rate of Pay

Are you seeking: Full time ☐ Part time ☐ Specify days/hours if Part time

If your application is considered favorable, on what date are you available for work?

If hired, can you furnish proof that you are Authorized to work in the United States?
If not, please explain

Are you able to perform the essential functions of the job you are applying for, with or without reasonable accommodations?
Yes ☐ No ☐ If no, please explain

Are you on a lay-off and subject to recall? Yes ☐ No ☐

Are you currently employed? Yes ☒ No ☐ If yes, may we contact your present employer? Yes ☐ No ☐

Do you currently have an employment agreement? Yes ☐ No ☐ If yes, please provide a copy

Do you currently have a non-compete agreement or are you under any contract, which would hinder you from being free to accept employment by ComResource, Inc.? Yes ☐ No ☐ If yes, please explain.

Have you ever been convicted of a crime, including misdemeanors involving drugs, sex, weapons, aggressive behavior or threats? This includes no contest pleas, nolo contendere, probation, adjudication withheld, and diversion programs.

Yes ☐ No ☐ If yes, please explain.

NOTE: A criminal conviction will not necessarily be a bar to employment.

EDUCATION

Level	Name and Address of School	Graduated (Yes or No)	Field(s) of Study/Degree
College			
Graduate School			
Trade/Other			

High School Graduate or GED Test Passed? Yes ☐ No ☐ If no, list highest grade completed

Other name(s) used during education:

Academic Skills/Certifications/Honors/Awards:
Please list only those applicable to desired position

EMPLOYMENT HISTORY (Most recent first) Please include voluntary work and/or military experience. Do not notate "refer to resume". A resume may be attached as a supplement to this information. Attach additional sheet(s) if necessary.

DATES	EMPLOYER NAME, ADDRESS, PHONE	NAME OF SUPERVISOR	DESCRIBE MAJOR DUTIES	WAGES	REASON FOR LEAVING
TO: FROM:				STARTING \$ ENDING \$	
TO: FROM:				STARTING \$ ENDING \$	
TO: FROM:				STARTING \$ ENDING \$	

May we contact the employers listed above? Yes ☐ No ☐ If no, indicate the one(s) you do ***not*** wish us to contact.
Additional info:

Have you previously applied to, been employed by or contracted to ComResource? Yes ☐ No ☐
Additional info:

BUSINESS REFERENCES (please provide at least two current\former managers)

NAME	RELATIONSHIP	TELEPHONE	EMAIL	YEARS KNOWN

U.S. MILITARY SERVICE Were you in the U.S. Armed Forces? Yes ☐ No ☐

If yes, what Branch?

Specialty/Special Training Received

Emergency Contact:**Phone:****CERTIFICATION AND ASSENT****READ CAREFULLY BEFORE SIGNING**

- I certify that the facts contained in this application are true and complete to the best of my knowledge. I understand that any falsified statements on this application, or omission of fact on either this application or during the pre-employment process, will result in my application being rejected, or, if I am hired, in my employment being terminated.
- I understand that it is a condition of employment that I furnish proof that I am authorized to work in the United States.
- I further understand that consideration for employment in this position is contingent upon the results of a reference and background check. I therefore authorize this company to investigate all statements made on my application for employment and to discuss the results of its investigations with those responsible for hiring. I further authorize the company to contact my former employer(s) and any listed references or other persons who can verify information, and I give my consent for former employer(s) and other contacted persons to respond to questions pertaining to information on this application. Further, I release from liability such former employer(s) or other persons contacted by and providing information to ComResource, Inc.
- I further understand that nothing in this application is intended to imply or create an employment contract for employment. If hired, my employment is at-will and can be terminated at any time, with or without notice, for any or no reason. I understand that any change in the terms or conditions of my employment, such as a change in schedule, hours, benefits, salary or so on will not affect the at-will relationship that exists between me and ComResource. I understand and acknowledge that ComResource reserves the right to establish and/or change any of the terms or conditions of any aspect of my employment at its discretion at any time with or without notice. I understand and acknowledge that no oral or written agreements of any kind pertaining to the terms of my employment and/or my compensation exist. I understand and agree that no representative of ComResource, other than the President, have any authority to enter into any agreement with me or provide me with any assurances relating to any aspect of my employment with ComResource, except that the President may do so in writing.
- I further understand should ComResource, Inc. choose to extend an offer of employment to me, and I accept, I may be asked to sign a confidentiality, non-competition and/or other related agreement(s).
- I further understand and acknowledge that, as a part of the hiring process I may be required to submit to an alcohol, chemical, and/or drug test, and that throughout my employment, if hired, I may be required to submit to medical/physical examinations (which may include, but are not limited to tests for drugs, chemicals, and/or alcohol) at the employer's discretion and expense.

If hired, this employment application will become part of my official employment record. I have read, understand and agree with the contents of this employment application and am fully able and competent to complete it. I provide my signature knowingly and voluntarily.

Signature

Date

Printed Name

Applications will be kept on file for one (1) year

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