# APPLICATION FOR EMPLOYMENT

## Biz2Credit Inc. is an Equal Opportunity Employer who, in accordance with State and Federal laws, prohibits discrimination on the basis of age, race, color, creed, religion, gender, national origin, citizenship, disability, medical condition (cancer or otherwise), marital status, sexual orientation, ancestry, socioeconomic status, veteran status, arrest record or any other protected category. The following information is requested in order to help us make the best possible placement within Biz2Credit Inc. All Portions of this application must be completed. Failure to do so may result in disqualification of your application for employment.

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

## PLEASE PRINT

|  |  |  |  |
| --- | --- | --- | --- |
| Last Name | First Name | Middle Name | |
| Street Address | City | State | Zip Code |
| Telephone Number – Day | Telephone Number - Evening | |  |
| ( ) | ( ) | |

Type of employment desired:  Full Time  Part Time Temporary

Number of Hours desired \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position for which applying?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Referral Advertisement \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Employee Referral\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Source: name name

Agency \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Unsolicited Resume

name

Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Prior consulting or temporary assignment

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Are you over 18 years of age?............................................................................................... | | | | | | | | | | Yes | | No |
| Are you legally authorized to work in the US?....................................................................... | | | | | | | | | |  Yes | |  No |
| (In compliance with Federal laws, verification of identity and legal work authorization will be required upon employment.) | | | | | | | | | | | | |
| Have you ever worked for Biz2Credit Inc. or its Affiliates?................................ If yes, please give dates:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | |  Yes | | No |
| Do you have relatives employed at Biz2Credit Inc.?........................................... | | | | | | | | | |  Yes | |  No |
| If yes, please list name(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | |  | |  | |
| Are you willing to work overtime as requested? | | | | |  |  |  |  | |  Yes | | No |
| Can you work shifts? | |  |  | |  |  1st | 2nd | 3rd | | Days: M T W TH F S S | | |
| If you receive an offer, when can you start? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Salary desired $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | | | |
|  |  |  |  |  | |  |  |  | |  | |  |

## EDUCATIONAL BACKGROUND

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name | Location  (city, state) | Number of  Years Completed | Did You  Graduate | Degree | Major |
| HIGH SCHOOL |  |  |  |  |  |
| COLLEGE |  |  |  |  |  |
| GRADUATE |  |  |  |  |  |
| OTHER |  |  |  |  |  |

#### Employment History

this information must be completed even if a resume is attached. Please account for any gaps in employment.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Dates Employed | | Current or Last Position | | | | | Please summarize the nature of  the work performed: |
| From | To |  |
|  |  |
| Employer | | | Address | | | |
| Immediate Supervisor/Title | | | | Telephone  ( ) | | |
| Reason For Leaving | | | | | May We Contact For a Reference? | |
|  Yes |  No |
| Annual/Hourly Salary | | Draw | Commission | | Bonus | Total Compensation |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Dates Employed | | Last Position | | | | | Please summarize the nature of  the work performed: |
| From | To |  |
|  |  |
| Employer | | | Address | | | |
| Immediate Supervisor/Title | | | | Telephone  ( ) | | |
| Reason For Leaving | | | | | | |
| Annual/Hourly Salary | | Draw | Commission | | Bonus | Total Compensation |

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| --- | --- | --- | --- | --- | --- | --- | --- |
| Dates Employed | | Last Position | | | | | Please summarize the nature of  the work performed: |
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|  |  |
| Employer | | | Address | | | |
| Immediate Supervisor/Title | | | | Telephone  ( ) | | |
| Reason For Leaving | | | | | | |
| Annual/Hourly Salary | | Draw | Commission | | Bonus | Total Compensation |

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| --- | --- | --- | --- | --- | --- | --- | --- |
| Dates Employed | | Last Position | | | | | Please summarize the nature of  the work performed: |
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|  |  |
| Employer | | | Address | | | |
| Immediate Supervisor/Title | | | | Telephone  ( ) | | |
| Reason For Leaving | | | | | | |
| Annual/Hourly Salary | | Draw | Commission | | Bonus | Total Compensation |

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| --- | --- | --- | --- | --- | --- | --- | --- |
| Dates Employed | | Last Position | | | | | Please summarize the nature of  the work performed: |
| From | To |  |
|  |  |
| Employer | | | Address | | | |
| Immediate Supervisor/Title | | | | Telephone  ( ) | | |
| Reason For Leaving | | | | | | |
| Annual/Hourly Salary | | Draw | Commission | | Bonus | Total Compensation |

|  |
| --- |
| COMMENTS (including explanation of any gaps in employment) |
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**REFERENCES**

List the name and phone number of two references. References should not be related to you and should not be previous supervisors already listed under employment history.

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Daytime phone | Relationship | Years Known |
|  | ( ) |  |  |
|  | ( ) |  |  |

#### SKILLS INFORMATION

Computer Skills: Foreign Language(s) List

(if applicable to job)

Written Spoken

Hardware:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  

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Software:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| APPLICANT STATEMENT |
|  |

I certify that the information provided by me is factual and complete to the best of my knowledge.

I authorize verification of all statements contained in this application for employment as may be necessary in arriving at an employment decision. I give Biz2Credit Inc. the right to investigate my background at any time. I release Biz2Credit Inc. and its officers, employees, agents, and affiliates from any and all liability of whatsoever nature by reason of requesting such information from any person.

I authorize and request any and all of my former employers, and any other persons, companies or organizations (including credit bureaus, schools, and law enforcement agencies) to furnish any information about me requested by the Company. I release each such employer and each such other person, company or organization from any and all liability of whatsoever nature by reason of furnishing such information to Biz2Credit Inc. and any agent acting on its behalf furnishing such information.

This application for employment shall be considered active for a period of time not to exceed 45 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

I understand and acknowledge, unless otherwise defined by applicable law, any employment relationship with this organization is of an “at will” nature, and that I have no contractual right, expressed or implied, to remain an employee of Biz2Credit Inc.. I agree to conform to all policies and procedures of the Company, and agree that my employment and compensation can be terminated with or without notice, at any time, at the option of the Company or myself. It is further understood this “at will” employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization.

I will, upon the Company’s request, provide documents to establish my identity and eligibility to work in the United States.

I hereby certify that I have read and understand the foregoing statements, and that each of my responses thereto is true and complete. Further, I understand that any false or misleading information given in my application or interview(s) may result in refusal of employment or discharge at any time from the Company if I am employed.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Applicant Date