



# Employment Application

## Applicant Information

Full Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Last First M.I.

Address: \_\_\_\_\_  
Street Address Apartment/Unit #

\_\_\_\_\_  
City State ZIP Code

Phone: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_  
 Date Available to begin work: \_\_\_\_\_ Email: \_\_\_\_\_@\_\_\_\_\_

Desired Salary: \$ \_\_\_\_\_

Position Applied for: \_\_\_\_\_

<p>Are you authorized to work in the U.S.? <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>Do you have any relatives employed by SBS? <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>Have you ever applied for work with SBS? <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>Have you ever worked for this company? <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>Will you work overtime if required? <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>Will you work weekends if required? <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>Have you ever been convicted of, or been on probation or deferred adjudication for any felony or misdemeanor? <input type="checkbox"/> YES <input type="checkbox"/> NO</p>	<p>YES NO</p> <p>YES NO</p> <p>YES NO</p> <p>YES NO</p> <p>YES NO</p> <p>YES NO</p> <p>YES NO</p>	<p>Are you at least 18 years of age? <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>If so, who? _____</p> <p>If so, when? _____</p> <p>If so, when? _____</p>	<p>YES NO</p> <p>YES NO</p>
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I AGREE

By checking this box, I acknowledge that should I continue to move forward in the employment process, as permitted by law, I may be subject to provide additional information regarding my employment, education, social security number, criminal record, residential history and references

If yes, explain: \_\_\_\_\_  
 \_\_\_\_\_

## Education

High School: \_\_\_\_\_ Address: \_\_\_\_\_  
 Rank: \_\_\_\_\_ of \_\_\_\_\_ Did you graduate?  YES  NO

College: \_\_\_\_\_ Address: \_\_\_\_\_  
 From: \_\_\_\_\_ to \_\_\_\_\_ Did you graduate?  YES  NO Degree: \_\_\_\_\_

Other: \_\_\_\_\_ Address: \_\_\_\_\_  
 From: \_\_\_\_\_ to \_\_\_\_\_ Did you graduate?  YES  NO Degree: \_\_\_\_\_

### An Equal Opportunity Employer

**All applicants are given equal consideration for employment without regard to race, religion, sex, national origin, color, creed, age, disability or any other category protected by federal, state, or local law.**

**References**

*Please list three professional references.*

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

Address: \_\_\_\_\_

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

Address: \_\_\_\_\_

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

Address: \_\_\_\_\_

**Previous Employment (Most Recent First)**

Company: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_ Starting Salary: \$ \_\_\_\_\_ Ending Salary: \$ \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ to \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference? YES  NO

Company: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_ Starting Salary: \$ \_\_\_\_\_ Ending Salary: \$ \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ to \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference? YES  NO

Company: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_ Starting Salary: \$ \_\_\_\_\_ Ending Salary: \$ \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ to \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference?

YES

NO

### Comments and Additional Information

Comments, including explanation of any gaps in employment.

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Job Qualifications, including any special training, skills, licenses, and/or certificates.

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Professional, trade, or business associations relevant to the position you are applying for.

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### Disclaimer and Signature

*I certify that each my answers, and all information furnished on this application are true, complete and accurate and that I have not withheld or omitted any material information or response.*

*I understand that false, misleading or incomplete information in my application, interviews or any other part of the preemployment process may result in my immediate termination and/or the withdrawal of any employment offer.*

*I understand that any employment at SBS is "at-will" and is not for a fixed term or definite period. Either SBS or I may terminate the employment relationship at any time, with or without cause or notice.*

*I hereby authorize and consent to SBS conducting a background, credit, employment, criminal or other investigation check, and release SBS and any person or entity that provides information or records in connection with that investigation from any claim.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Referral Source

SBS Web Page  SBS Employee  LinkedIn  Agency  Walk-In  Other \_\_\_\_\_

Name of person who referred you (if applicable) \_\_\_\_\_

## Equal Employment Opportunity Form

### Applicant Information

Full Name: \_\_\_\_\_  
*Last* *First* *M.I.*

Address: \_\_\_\_\_  
*Street Address* *Apartment/Unit #*

\_\_\_\_\_ *City* \_\_\_\_\_ *State* \_\_\_\_\_ *ZIP Code*

Home Phone: (     ) \_\_\_\_\_ Last 4 digits of Social Security Number: \_\_\_\_\_

Position Applied for: \_\_\_\_\_

### Voluntary Information

*This information is being requested in accordance with federal regulations. The information is voluntary and will not be used when considering you for employment with our company.*

#### Racial or Ethnic Group (Check all that apply)

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> American Indian/Alaskan | <input type="checkbox"/> Asian/Pacific Islander | <input type="checkbox"/> Black/African American |
| <input type="checkbox"/> Hispanic/Latino         | <input type="checkbox"/> White/Caucasian        | <input type="checkbox"/> Other                  |

#### Gender

- Female                       Male

#### Military Service

- |   |   |
|---|---|
| <input type="checkbox"/> Pre-Vietnam Era  | <input type="checkbox"/> Vietnam Era      |
| <input type="checkbox"/> Post-Vietnam Era | <input type="checkbox"/> Disabled Veteran |

#### How did you hear about this position?

- |                                      |   |   |
|--------------------------------------|---|---|
| <input type="checkbox"/> Newspaper   | <input type="checkbox"/> Company Employee | <input type="checkbox"/> Professional Publication |
| <input type="checkbox"/> Job Fair    | <input type="checkbox"/> Placement Office | <input type="checkbox"/> Web Site _____           |
| <input type="checkbox"/> Other _____ |   |   |

**NOTE: THIS FORM IS NOT KEPT WITH  
THE APPLICATION AFTER COMPLETED**