

## Employer Solutions Group Employment Application

All applicants may be required to pass a background check as a condition of employment.  
PRINT OR TYPE ALL ANSWERS IN FULL. NOT DOING SO WILL CAUSE YOUR APPLICATION TO BE REJECTED.

### Personal Identification

Position Applying For \_\_\_\_\_ Date \_\_\_\_\_

Name: Last \_\_\_\_\_ First \_\_\_\_\_ Middle \_\_\_\_\_

Social Security Number \_\_\_\_\_ Telephone Number \_\_\_\_\_

Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

When Can You Be Reached At Above Telephone \_\_\_\_\_ Other Phone # \_\_\_\_\_

In case of emergency, notify: \_\_\_\_\_ Address \_\_\_\_\_ Telephone \_\_\_\_\_

Expected Wage \_\_\_\_\_ When can you start? \_\_\_\_\_

Check the days you are available for employment:  M  Tu  W  Th  F  Sat  All Days

Type of Work:  Part Time  Full Time  Temporary or Short Term  Long Term

Are you available on holidays?  Yes  No Are you presently 18 years or older?  Yes  No

Does your Visa or Immigration status prevent you from being employed in the United States?  Yes  No

Have you been convicted of a crime other than a minor traffic violation or been released from a prison or other detention facility within the past seven years? NOTE: A "Yes" answer does not automatically disqualify you from employment, since the nature of the offense, date and the job for which you are applying will also be considered. If yes, please explain.  Yes  No

SCHOOL	NAME AND LOCATION	MAJOR
High School		
*Vocational School		
College/University		
Other		

*\*Please attach transcripts*

List all special training, skills, and work-related experience: \_\_\_\_\_

Languages: \_\_\_\_\_

### EMPLOYER SOLUTIONS GROUP

*Corporate Office: 4844 N 300 W., Ste. 100 \* Provo, UT 84604 \* Telephone (801) 223-7007 Fax (801) 223-9001  
Colorado Office: 3760 East 15th Street, Ste. 101A\* Loveland, CO 80538 \* Telephone (970) 612-2020 Fax (970) 612-2021*

In compliance with Federal and State equal employment opportunity laws, qualified applicants are considered for all positions without regard to race, color, religion, sex, national origin, age, marital status, or the presence of non-job-related medical conditions or handicaps.

### EQUAL OPPORTUNITY EMPLOYER

**EMPLOYMENT HISTORY**

<b>EMPLOYER:</b>	<b>ADDRESS:</b>	<b>TELEPHONE:</b>
<b>Position/Duties:</b>		
<b>Date Started:</b> _____	<b>Starting Salary/Wage:</b> _____	
<b>Date Left:</b> _____	<b>Final Salary/Wage:</b> _____	
<b>Name of Supervisor:</b>	<b>Reason for Leaving:</b>	

<b>EMPLOYER:</b>	<b>ADDRESS:</b>	<b>TELEPHONE:</b>
<b>Position/Duties:</b>		
<b>Date Started:</b> _____	<b>Starting Salary/Wage:</b> _____	
<b>Date Left:</b> _____	<b>Final Salary/Wage:</b> _____	
<b>Name of Supervisor:</b>	<b>Reason for Leaving:</b>	

<b>EMPLOYER:</b>	<b>ADDRESS:</b>	<b>TELEPHONE:</b>
<b>Position/Duties:</b>		
<b>Date Started:</b> _____	<b>Starting Salary/Wage:</b> _____	
<b>Date Left:</b> _____	<b>Final Salary/Wage:</b> _____	
<b>Name of Supervisor:</b>	<b>Reason for Leaving:</b>	

**Certificate of Applicant - Read Carefully Before Signing**

I hereby state that information given by me in this application is true in all respects. I understand that if I am employed and the information if found to be false in any respect, I will be subject to dismissal without notice at any time. I hereby authorize my former employers to release information pertaining to my work record, my work habits, and my work performance while in their employ. I understand and agree that any employee handbook which I may receive will not constitute an employment contract, but will be merely a gratuitous statement of most of Employer Solutions Group's current related policies. I understand that Employer Solutions Group may require a medical examination to determine if an employee is capable of performing the essential elements of the job. I understand the use of illegal drugs is prohibited during employment with this company and that the Employer reserves the right to test for the presence of illegal drugs at any time. I understand that if the test results are positive for the presence of any illegal drugs, that I will face corrective action up to and including discharge. Employer Solutions Group requires its employees to submit to blood tests or urinalyses for alcohol or drug screens, fingerprint background checks, credit history checks, inspection of bags (including purses or briefcases) or parcels brought into or taken out of Employer Solutions Group or client's place of business. I understand that refusal to submit to a urinalysis, fingerprint background check, blood test or search, when requested to do so, may result in termination of my employment.

I UNDERSTAND AND AGREE THAT IF I AM OFFERED EMPLOYMENT BY EMPLOYER SOLUTIONS GROUP, MY EMPLOYMENT WILL BE FOR NO DEFINITE TERM AND THAT EITHER I, OR EMPLOYER SOLUTIONS GROUP WILL HAVE THE RIGHT TO TERMINATE THE EMPLOYMENT RELATIONSHIP AT ANYTIME, WITH OR WITHOUT CAUSE, AND WITH OR WITHOUT NOTICE. I UNDERSTAND THAT IF I VOLUNTARILY TERMINATE MY EMPLOYMENT WITHOUT NOTICE, SUCH ACTION MAY AFFECT EMPLOYER SOLUTIONS GROUP'S WILLINGNESS TO PROVIDE STATEMENTS OF REFERENCE TO OTHERS CONCERNING MY WORK PERFORMANCE AND HABITS BEYOND A SIMPLE STATEMENT VERIFYING MY EMPLOYMENT. I ALSO UNDERSTAND THAT THIS STATUS CAN ONLY BE ALTERED BY A WRITTEN CONTRACT OF EMPLOYMENT WHICH IS SPECIFIC AS TO ALL MATERIAL TERMS AND IS SIGNED BY ME AND THE ADMINISTRATOR OF EMPLOYER SOLUTIONS GROUP.

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

**Applicant Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

You may be expected to use the following software or applications in this position. Please check your skill level using the following scale. We may assess your knowledge during the interview according to this chart.

- 1) I don't know how to use it
- 2) I know how to use it with some help occasionally
- 3) I know how to use it very well
- 4) I am an excellent user and know some shortcuts that other people don't know
- 5) I am capable to teach other people

	1	2	3	4	5	Additional Information you would like us to know
Window Explorer						
Microsoft Word						
Microsoft Excel						
Microsoft Outlook						
Microsoft PowerPoint						
Microsoft Publisher						
Altru						
Raiser's Edge						
Maestrosoft						
Photoshop						
Word Press						
Face Book						
Twitter						
Internet browsers and search engines						
Computer Network (LAN)						
Other IT skills that would enhance your performance in this position:						