

# Employment Application

Personal Information			
Full Name		Date	
Address			
City, State Zip			
Phone Numbers			
E-mail Address		Former Names	

Employment Information			
Position you are applying for Company/Location			
Referred By			
Date Available to Begin		Expected Wage	
Type of Employment Desired	<input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Seasonal/Temporary	Are you available to work overtime?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you eligible to work in the U.S.?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If not a U.S. citizen, state visa type	

Education			
High School Name	City/State	Did You Graduate?	Degree or Diploma?
College/Trade School Name	City/State	Did You Graduate?	Degree or Diploma?
List current licenses and/or certifications that are relevant to the position you are applying for			
List any training that is relevant to the position you are applying for			
List any skills and/or qualifications that are relevant to the position you are applying for			

General Information			
Have you ever applied for employment or been employed with the Buchanan Group or its associated companies?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, give date(s) and company/location	Date(s) Company/Location:
Do you have any friends or family who are currently employed by us?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, list their name(s)	
Are you less than 18 years old? (Proof of age may be required after a job offer)	<input type="checkbox"/> Yes <input type="checkbox"/> No	Have you ever been convicted of a felony or misdemeanor? (A conviction does not constitute an automatic bar to employment)	<input type="checkbox"/> Yes <input type="checkbox"/> No
If convicted of a felony or misdemeanor, state the crimes(s), court(s), and sentence(s)			
If driving is a requirement of the job for which you are applying, do you have a current valid driver's license	<input type="checkbox"/> Yes <input type="checkbox"/> No		
List any additional information you would like us to consider, including reasons for any gaps in employment			

**Work Experience** (Please list your current or most recent employer first)

<b>Company #1</b>		<b>Telephone Number</b>	
<b>Address</b>		<b>Supervisor's Name</b>	
<b>Position</b>		<b>Dates of Employment</b>	Starting: Ending:
<b>Description</b>		<b>Pay</b>	Starting: Ending:
<b>Reason for Leaving</b>		<b>Permission to Contact?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Company #2</b>		<b>Telephone Number</b>	
<b>Address</b>		<b>Supervisor's Name</b>	
<b>Position</b>		<b>Dates of Employment</b>	Starting: Ending:
<b>Description</b>		<b>Pay</b>	Starting: Ending:
<b>Reason for Leaving</b>		<b>Permission to Contact?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Company #3</b>		<b>Telephone Number</b>	
<b>Address</b>		<b>Supervisor's Name</b>	
<b>Position</b>		<b>Dates of Employment</b>	Starting: Ending:
<b>Description</b>		<b>Pay</b>	Starting: Ending:
<b>Reason for Leaving</b>		<b>Permission to Contact?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No

**Work References** (Please provide three work-related references)

<b>Reference 1</b>	<b>Name</b>	<b>Title</b>	<b>Phone</b>
	<b>Organization</b>	<b>Years Known</b>	<b>Nature of Acquaintance</b>
<b>Reference 2</b>	<b>Name</b>	<b>Title</b>	<b>Phone</b>
	<b>Organization</b>	<b>Years Known</b>	<b>Nature of Acquaintance</b>
<b>Reference 3</b>	<b>Name</b>	<b>Title</b>	<b>Phone</b>
	<b>Organization</b>	<b>Years Known</b>	<b>Nature of Acquaintance</b>

**TERMS AND CONDITIONS OF APPLICATION AND EMPLOYMENT**

I hereby certify that the information provided on this application is true and complete. I understand and agree that any falsification or significant omissions on this application may result in not being hired or, if found out after employment, may be grounds for dismissal. I understand and agree that under the terms of employment with the Buchanan Group and its associated companies (hereafter referred to as the Buchanan Group), the employment relationship is terminable "at will" without notice or cause, unless set out in writing, dated, and executed by both parties. I understand that neither this document nor any offer of employment from the Buchanan Group constitutes an employment contract.

I understand that any offer of employment may be contingent upon my ability to comply with INS regulations establishing my identity and right to work in the United States. I understand that the Buchanan Group is an Equal Employment Opportunity employer. The Buchanan Group recruits and hires persons in all job titles without regard to race, color, religion, sex, age, disability, or national origin.

I hereby authorize the Buchanan Group to investigate fully all information contained in this employment application and to investigate and compile any other information that may bear upon my suitability for employment. **I further authorize my past and present employers to furnish the Buchanan Group with my records of employment and the reasons for my separation and any and all information those employers may possess concerning me. I further release the Buchanan Group and/or its agents to make an independent investigation of criminal or police records, including those maintained by both public and private organizations and all public records for the purpose of confirming the information contained on my application.** I release the Buchanan Group from liability or damages for compiling such information. Additionally, I release any organization that provides information pursuant to this authorization from any and all liabilities, claims, or lawsuits in regard to the information obtained from any and all of the above-referenced sources used. Further, I understand that this application will be considered active for a period of ninety days. I have read and understand the foregoing statements and accept the same as conditions of employment.

Applicant Signature	Date