

Application for Employment

All applicants are considered for all positions without regard to race, religion, color, sex, gender, sexual orientation, pregnancy, age, national origin, ancestry, physical/mental disability, medical condition, military/veteran status, genetic information, marital status, ethnicity, citizenship or immigration status, or any other protected classification, in accordance with applicable federal, state, and local laws. By completing this application, you are seeking to join a team of hardworking professionals dedicated to consistently delivering outstanding service to our customers and contributing to the financial success of the organization, its clients, and its employees. Equal access to programs, services, and employment is available to all qualified persons. Those applicants requiring an accommodation to complete the application and/or interview process should contact a management representative.

Position(s) applied for		Date of application		Date of Birth	
Print full name			Social Security No.		
Street address		City	State	ZIP	
Main phone number	Email Address			Michigan ID/DL No.	

Employment Experience

Please list the names of your present or previous employers in chronological order with present or most recent employer listed first. Be sure to account for all periods of time. If self-employed, give firm name and supply business references. Add an additional page if necessary.

Name of employer		Supervisor		May we contact?	
				____ Yes ____ No	
Street address					
Phone number		Dates employed (mo/year)			
		From		To	
Job title and duties			Reason for leaving		

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Name of employer	Supervisor	May we contact?
		____ Yes ____ No
Street address		
Phone number	Dates employed (mo/year)	
	From	To
Job title and duties	Reason for leaving	
Name of employer	Supervisor	May we contact?
		____ Yes ____ No
Street address		
Phone number	Dates employed (mo/year)	
	From	To
Job title and duties	Reason for leaving	

Have you ever been involuntarily terminated or asked to resign from any job? ____ Yes ____ No
If yes, please explain:

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Please explain any gaps in your employment history.

Please list any other experience, job-related skills, additional languages, or other qualifications that you believe should be considered in evaluating your qualifications for employment.

Education

Please describe your educational background in the table provided below.

	School name	Diploma/ degree (Yes/No)	Area of study/ Major	Specialized training, skills, or extracurricular activities
High School				
College/ University				
Graduate/ Professional school				
Trade school				
Other				

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Business and Professional References

Please list three professional references of individuals who are *not* related to you.

Name and title	Relationship	Phone number or email

Personal References

Please list three people who know you well.

Name and title	Relationship and years acquainted	Phone number or email

General Information

1. Have you ever used another name? ____Yes ____No
2. Is any additional information relative to name changes, use of an assumed name, or nickname necessary to enable check on your work and educational record? ____Yes ____No

If yes to either of the above, please explain:

3. Have you ever worked for this company before? ____Yes ____No
4. Do you have friends and/or relatives working for this company? ____Yes ____No

If yes, name(s) and relationship(s):

5. On what date are you available to begin work? _____

6. Days/hours available to work:

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

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7. Are you available to work? ____ Full time ____ Part time ____ Shift work ____ Temporary
8. If hired, would you have a reliable means of transportation to and from work? ____ Yes ____ No
9. Can you travel if the position requires it? ____ Yes ____ No
10. Can you relocate if the position requires it? ____ Yes ____ No
11. Are you at least 18 years old? ____ Yes ____ No
12. If hired, can you present evidence of your identity and legal right to work in this country?
____ Yes ____ No
13. Are you able to perform the essential job functions of the job for which you are applying with or without reasonable accommodation? ____ Yes ____ No

Note: We comply with the Americans with Disabilities Act and consider reasonable accommodation measures that may be necessary for qualified applicants/employees to perform essential job functions;

Applicant Statement and Agreement

Please read and initial each paragraph below. If there is anything that you do not understand.

_____ I hereby authorize the company to thoroughly investigate my references, work record, education and other matters related to my suitability for employment and, further, authorize the prior employers and references I have listed to disclose to the company and all letters, reports, and other information related to my work records, without giving me prior notice of such disclosure. In addition, I hereby release the company, my former employers, and all other persons, corporations, partnerships, and associations from any and all claims, demands, or liabilities arising out of or in any way related to such investigation or disclosure.

_____ In the event of my employment with the company, I understand that I am required to comply with all rules and regulations of the company.

_____ If hired, I understand and agree that my employment with the company is at will and that neither I nor the company is required to continue employment relationship for any specific term. I further understand that the company or I may terminate the employment relationship at any time, with or without cause, and with or without notice. I understand that the at-will status of employment cannot be amended, modified, or altered in any way by any oral modifications.

_____ I understand that the safety of employees is extremely important to the company and that the company is committed to ensuring a safe working environment. I understand that I, and every employee, have a responsibility to prevent accidents and injuries by observing all safety procedures and guidelines following the directions of my site supervisor. I understand and agree to comply with federal, state and local regulations related to on-the-job safety and health.

_____ I hereby certify that the answers given by me are true and correct to the best of my knowledge. I further certify that I, the undersigned applicant, have personally completed this application. I understand that my omission or misstatement of material fact on this application or on any document used to secure employment shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery.

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_____ I understand that if I am selected for hire, it will be necessary for me to provide satisfactory evidence of my identity and legal authority to work in the United States, and that federal immigration law requires me to complete and I-9 Form in this regard.

_____ I understand that if any term, provision, or portion of this Agreement is declared void or unenforced, it shall be severed, and the remainder of this Agreement shall be enforceable.

My signature attests to the fact that I have read, understand, and agree to all of the above terms.

Signature: _____

Name (print): _____

Date: _____

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CONFIDENTIAL

BACKGROUND CHECK AUTHORIZATION

PRINT NAME: _____
(FIRST) (MIDDLE) (LAST)

FORMER NAME(S) AND DATES USED: _____

CURRENT ADDRESS: _____ **DATES:** _____

PREVIOUS ADDRESS: _____ **DATES:** _____

PREVIOUS ADDRESS: _____ **DATES:** _____

SOCIAL SECURITY NUMBER: _____

TELEPHONE NUMBER: _____

DRIVERS LICENSE NUMBER/STATE: _____

The information contained in this application is correct to the best of my knowledge.

I hereby authorize FERGUSON BLOCK COMPANY, INC and it's designated agents and representatives to conduct a comprehensive review of my background causing a consumer report and/or an investigative consumer report to be generated for employment and/or volunteer purposes. I understand that the scope of the consumer report/investigative consumer report may include, but this is not listed to the following areas: verification of social security number; credit reports, current and previous residences; employment history, education background, character references; drug testing, civil and criminal history records from any criminal justice agency in any of all federal, state, county jurisdictions; driving records, birth records, and any other public records.

I further authorize any individual, company, firm, corporation, or public agency to divulge any and all information, verbal or written, pertaining to me, to FERGUSON BLOCK COMPANY, INC. or its agents. I further authorize the complete release of any records or data pertaining to me which the individual, company, firm, corporation, or public agency may have, to include information or data received from other sources. FERGUSON BLOCK COMPAY, INC. and its designated agents and representatives shall maintain all information received from this authorization in a confidential manner in order to protect the applicants personal information, including, but not limited to, addresses, social security numbers, and dates of birth.

Signature: _____ **Date:** _____