

JOB APPLICATION

Reorganize Me LLC

Stone Mountain, Georgia 30058

470-945-2090

Reorganize Me LLC is an equal opportunity employer. This application will not be used for limiting or excluding any applicant from consideration for employment on a basis prohibited by local, state, or federal law. Should an applicant need reasonable accommodation in the application process, he or she should contact a company representative.

Please fill out all the sections below:

Applicant Information

Applicant Name: _____

Address: _____

City, State and Zip: _____

Code: _____

Telephone Number: _____

Email Address: _____

Date of Application: _____, _____

Employment Position

Position(s) applying for: Assistant Organizer (part time) _____

How did you hear about this position? _____

Availability

	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
8:00am-12:00pm							
12:00pm-4:00pm							
4:00pm-8:00pm							

If needed, are you available to work overtime? _____

On what date can you start working if you are hired? _____

Do you have reliable transportation to and from work? _____

Personal Information

Are you 18 years of age or older?

Yes No

Are you a U.S. citizen or approved to work in the United States?

Yes No

Will you consent to a mandatory controlled substance test?

Yes No

Will you consent to a mandatory background check?

Yes No

Do you have any conditions which would require job accommodation?

Yes No

If yes, please describe accommodation required below. _____

Have you ever been convicted of a criminal offense (felony or misdemeanor)?

Yes No

If yes, please state the nature of the crime(s), when and where convicted and disposition of the case: _____

(Note: No applicant will be denied employment solely on the grounds of conviction of a criminal offense. The date of the offense, the nature of the offense, including any significant details that affect the description of the event, and the surrounding circumstances and the relevance of the offense to the position(s) applied for may, however, be considered.)

Job Skills/Qualifications

Please list below the skills and qualifications you possess for the position for which you are applying:

(Note: Reorganize Me LLC complies with the ADA and considers reasonable accommodation measures that may be necessary for eligible applicants/employees to perform essential functions.)

Education and Training

High School

Name	Location	Year Graduated	Degree Earned

College/University

Name	Location	Year Graduated	Degree Earned

Vocational School/Specialized Training

Name	Location	Year Graduated	Degree Earned

Military: *Optional*

Are you a member of the Armed Services? _____

What branch of the military did you enlist? _____

What was your military rank when discharged? _____

How many years did you serve in the military? _____

Previous Employment

Employer Name: _____

Job Title: _____

Supervisor Name: _____

Employer Address: _____

City, State and Zip Code: _____

Employer Telephone: _____

Dates Employed: _____ TO _____

Reason for leaving: _____

Employer Name: _____

Job Title: _____

Supervisor Name: _____

Employer Address: _____

City, State and Zip Code: _____

Employer Telephone: _____

Dates Employed: _____ TO _____

Reason for leaving: _____

Employer Name: _____

Job Title: _____

Supervisor Name: _____

Employer Address: _____

City, State and Zip Code: _____

Employer Telephone: _____

Dates Employed: _____ TO _____

Reason for leaving: _____

References

Please provide 2 personal and professional reference(s) below:

Reference	Contact Information

Additional Information: Please INITIAL

I understand the position applied for is a Per Deim position. _____

I understand all work is offered on a project-by-project basis. _____

I understand this is a 1099 position. _____

I understand that hours will vary from week to week. (there is no guarantee of hours) _____

AT-WILL EMPLOYMENT

The relationship between you and Reorganize Me LLC is referred to as "employment at will." This means that your employment can be terminated at any time for any reason, with or without cause, with or without notice, by you or Reorganize Me LLC. No representative of Reorganize Me LLC has the authority to enter into any agreement contrary to the foregoing "employment at will" relationship. You understand that your employment is "at will," and that you acknowledge that no oral or written statements or representations regarding your employment can alter your at-will employment status, except for a written statement signed by you and either our Executive Vice-President/ Chief Operations Officer or the Company's President.

Applicant Signature: _____

Dated: _____