

APPLICATION FOR EMPLOYMENT

And



Applicants please type or print legibly in ink. We consider all applicants without regard to age, national origin, color, religion, sex, marital status, disability, veteran status, or any other legally protected status.

**APPLICATION
FOR
EMPLOYMENT**



*Human resources done right...
It's about time!*

APPLICANT NAME: _____

EDUCATION HISTORY

High School Name	Address	City, State	GPA
College	Address	City, State	GPA
Trade School / Other	Address	City, State	GPA

List any special training or education you have received: _____

EMPLOYMENT HISTORY

Present / Last Employer May we contact your previous employers? Yes No

Company	Dates worked	Title/Position		Rate of Pay
Company Address	City, State	Zip	Phone Number	
Supervisor	Reason for Leaving			
2 nd Company	Dates worked	Title/Position		Rate of Pay
Company Address	City, State	Zip	Phone Number	
Supervisor	Reason for Leaving			
3 rd Company	Dates worked	Title/Position		Rate of Pay
Company Address	City, State	Zip	Phone Number	
Supervisor	Reason for Leaving			

List all office, technical or professional skills and/or certificates, licenses and bilingual abilities you possess that are relevant to the position for which you are applying: _____



TERMS OF EMPLOYMENT

PLEASE READ THIS SECTION BEFORE YOU SIGN THIS EMPLOYMENT APPLICATION FORM

I understand that this is an application for employment with Swan Employer Services and **Client Name Here** that no employment contract is being offered. I further understand that if I am employed, the company or I may terminate my employment at any time with or without cause and without any prior notice. I understand that no representative of the company has the authority to make any agreement to the contrary.

I authorize the company to thoroughly investigate my work and personal history and verify all data given to the company. I authorize all individuals, schools, and firms named (except my present employer, if so noted) to provide any information about me. I hereby release from liability the company and its representatives for seeking such information and all persons, corporations, or organizations for furnishing such information.

The company is committed to providing a work environment that is free of harassment of all types. Therefore, we maintain a strict policy, which prohibits harassment in any form, including sexual harassment, whether committed by managers, supervisors, or other employees. Violation of policy will result in disciplinary action up to and including termination of employment.

It is the policy of the company to recruit, hire, and promote qualified applicants and to provide equal employment opportunities to all applicants in a manner, which will not illegally discriminate against a person in compensation or in a term, condition, or privilege of employment because of the person's race, religion, color, national origin, age, physical or mental disability, sex, marital status, changes in marital status, pregnancy, or parenthood when the reasonable demands of the position do not require distinction. It is understood that a breach of the company's policy regarding nondiscrimination, as defined herein, shall be grounds for appropriate disciplinary action up to and including termination of employment.

I certify that all statements herein are true and understand that any falsification or willful omission may or shall be sufficient cause for dismissal or refusal of employment.

Printed Name **Signature** **Date**