



**EMPLOYMENT HISTORY**

Company Name	Telephone
Address	Employed (Month & Year) From                      To
Name of Manager	Compensation Start                      Last
Job Title and Description of Your Work	Reason for Leaving
Company Name	Telephone
Address	Employed (Month & Year) From                      To
Name of Manager	Compensation Start                      Last
Job Title and Description of Your Work	Reason for Leaving
Company Name	Telephone
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Job Title and Description of Your Work	Reason for Leaving

List any other job related experiences, special training, skills, apprenticeships, internships, etc.

**MISCELLANEOUS**

Have you ever been convicted of a crime (other than a traffic offense)?    Yes     No

Have you been arrested for any reason that has not yet been resolved?    Yes     No

If so, when? (A conviction will not necessarily disqualify any applicant.) To help us evaluate your application, please describe the nature of the crime and your subsequent rehabilitation.

**APPLICANTS STATEMENT AND AUTHORIZATION**

(Read carefully prior to signing)

I certify that all answers given by me are true, accurate and complete. I understand that the falsification, misrepresentation or omission of facts on this application (or any other accompanying or required documents) will be cause for denial of employment or immediate termination of employment, regardless of when or how discovered.

I understand that should an employment offer be extended to me and accepted, that I will be an at-will employee and that my employment and compensation may be terminated with or without cause, and with or without notice, at any time, at the option of either the Company or me. I understand that I must adhere to the policies, rules and regulations of employment of the Company. I further understand that no representation, whether oral or written by any representative or agent of the Company can constitute a contract of employment. I understand that the Company shall have the maximum discretion permitted by law to administer, interpret, modify, discontinue, enhance or otherwise change all policies, benefits, procedures of other terms or conditions of employment.

I understand that the Company may require the successful completion of a urinalysis for drug testing purposes and/or a blood alcohol test as a condition of employment. By submitting this Application for Employment, I hereby consent to either or both of said test, at the discretion of the Company.

**NOTICE REGARDING BACKGROUND CHECK**

We believe that hiring new employees is one of the single most important responsibilities we have. As such, we go to great lengths determining whether or not an applicant is the best candidate for the position that we have available. To that end, the Company reserves the right to thoroughly check references, verify employment background, education verification, review criminal record, driving record, and for those handling Company funds, a credit check. We believe that a person's history and current credit worthiness, credit standing and credit capacity is substantially job related and we will generally include in our background check a consumer report containing information regarding those aspects of an applicants background. Information from such a consumer report will be considered in evaluating your application to work for us.

By signing below, you are authoring Harrison Group to investigate your background. The investigation results will NOT be part of your personnel file if hired.

**AUTHORIZATION**

I hereby authorize all concerned to furnish the Company and its agents with all information they may have concerning me, whether on record or not, and do hereby release such organization, the Company and its agents from all liability for any damages whatsoever for issuing such information. I further agree that should I accept an offer of employment, the Company may need to update this information or conduct subsequent investigations from time to time during my employment, and I expressly authorize such acts.

I understand that any job offer from the Company is conditional upon my satisfactory completion of a background investigation.

**It is unlawful to require or administer to applicants for employment or prospective employment, or to any employee, a polygraph, lie detector, or similar test as a condition of employment or continued employment. Violation is punishable by criminal and civil penalties.**

I acknowledge that I have read and understand the above statements.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**APPLICANT ACKNOWLEDGMENT FORM**

(To be completed during interview process)

I hereby acknowledge that the duties, tasks, and functions of the position for which I am applying have been fully described to me. I certify that I am able to perform the duties, tasks, and functions of the position for which I am applying with or without a reasonable accommodation.

Signature \_\_\_\_\_

Date \_\_\_\_\_

***We appreciate your interest in pursuing a career with Harrison Group ("the Company") and welcome you to our candidate selection process. This Application for Employment will remain active for thirty (30) days from the date signed. Consideration for employment after thirty days will require a new application.***

**INTERVIEW COMMENTS**

(For internal use only)

- I recommend this applicant for this position.
- I recommend this applicant, with reservations.
- I do not recommend this applicant for this position; however he/she may be suited for other positions, such as: \_\_\_\_\_
- I do not recommend this applicant.