



An Equal Opportunity Employer

EMPLOYMENT APPLICATION

Please Print

Date _____

Information

Name _____
Last First Middle

Business Telephone _____ Home Telephone _____
(Area Code) Number (Area Code) Number

Social Security No. _____ - _____ - _____

Email Address: _____

Present Address _____
No. Street City State Zip

Permanent Address if different from present address
_____ No. Street City State Zip

Employment Desired

Position Applying for: _____

Are you applying for: Regular full-time work? Yes No
Regular part-time work? Yes No
Temporary work, e.g., summer or holiday work? Yes No

What days and hours are you available for work? _____

For temporary work, time periods/dates available? _____

Are you available for work on weekends? Yes No

Would you be available to work overtime, if necessary? Yes No

If hired, on what date can you start work? _____

Salary desired _____

Personal Information

Have you ever applied to or worked for The Siegel Group (TSG) before? Yes No

If yes, when? _____

Do you have any friends or relatives working for TSG? Yes No

If yes, state name(s) and relationship(s) _____

**Personal Information cont.**

Why are you applying for work at TSG? _____

If hired, would you have a reliable means of transportation to and from work? Yes No

Are you at least 18 years old? Yes No

(If under 18, hire is subject to verification that you are of minimum legal age.)

If hired, can you present evidence of your U.S. citizenship or proof of your legal right to live and work in this country? Yes No

Are you able to perform the essential functions of the job for which you are applying? Yes No

If no, describe the functions that cannot be performed. _____

(Note: We comply with the ADA and consider reasonable accommodation measures that may be necessary for eligible applicants/employees to perform essential functions.)

Are you able to perform all other duties of the job for which you are applying? Yes No

If no, describe the functions that cannot be performed. _____

(Note: Hire may be subject to passing a medical examination and passing skill and agility tests.)

Have you ever been convicted of a criminal offense (felony or serious misdemeanor)? Yes No

If yes, state 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 nature of the offense, date of the offense, surrounding circumstances and relevance of offense to the position(s) applied for may, however, be considered.)

Are you currently employed? Yes No

If so, may we contact your current employer? Yes No

Education, Training, and Experience

School	Name and Address	No. of Years Completed	Did you Graduate?	Degree or Diploma
High School				
College/ University				
Health Care				

Do you speak, write or understand any foreign languages? Yes No

If yes, which language(s)? _____

Do you have any other experience, training, qualifications or skills which you feel make you especially suited for work at TSG? If so, please explain: _____



Education, Training, and Experience cont.

Answer the following questions if you are applying for a professional position:

Are you licensed/certified or have special clearances for the job applied for? Yes No

Name of license/certification or special clearances _____

Issuing state and/or department _____

License/certification number _____

Has your license/certification or special clearance been revoked or suspended? Yes No

If yes, state reason(s), date of revocation or suspension and date of reinstatement: _____

Employment History

Name of Employer _____

Address _____
No. Street City State Zip

Type of Business _____

Telephone No. _____ Your Supervisor's Name _____
(Area Code) Number

Your Position and Duties _____

Dates of Employment: From _____ To _____

Weekly Pay: Starting _____ Ending _____

Reason for Leaving: _____

Name of Employer _____

Address _____
No. Street City State Zip

Type of Business _____

Telephone No. _____ Your Supervisor's Name _____
(Area Code) Number

Your Position and Duties _____

Dates of Employment: From _____ To _____

Weekly Pay: Starting _____ Ending _____

Reason for Leaving: _____

**Note: Attach additional page(s) if necessary.*



Military Service

Have you obtained any special skills or abilities as the result of service in the military? Yes No

If so, describe: _____

References

List below three persons not related to you who have knowledge of your work performance within the last three years.

Name _____

Address _____
No. Street City State Zip

Occupation _____

Telephone No. _____ Number of Years Acquainted _____
(Area Code) Number

Name _____

Address _____
No. Street City State Zip

Occupation _____

Telephone No. _____ Number of Years Acquainted _____
(Area Code) Number

Name _____

Address _____
No. Street City State Zip

Occupation _____

Telephone No. _____ Number of Years Acquainted _____
(Area Code) Number



Certifications and Authorizations

Please Read Carefully, Initial Each Paragraph and Sign Below.

_____ I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment and 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 any 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.

_____ 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 references I have listed to disclose to the company any 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.

_____ I understand that nothing contained in the application, or conveyed during any interview which may be granted or during my employment, if hired, is intended to create an employment contract between me and the company. In addition, I understand and agree that if I am employed, my employment is for no definite or determinable period and may be terminated at any time, with or without prior notice, at the option of either myself or the company, and that no promises or representations contrary to the foregoing are binding on the company unless made in writing and signed by me and the company's designated representative.

Applicant's Signature _____ Date _____