

Application for Employment

Southwest Consortium (325) 658-9966

We (the "Company") are an equal opportunity employer. All applicants are considered for positions without regard to race, color, religion, gender, marital status, sexual orientation, national origin, age, disability, citizenship, veteran status, or any other category protected by local, state, or federal law.

Please respond to ALL questions. Write "N/A" if appropriate. Today's Date _____

Name Last: _____ First: _____ Middle: _____

Social Security # _____ Driver's License # _____ Driver's License State _____

Phone (____) _____ Email _____

Street _____ Apt# _____ City _____ State _____ Zip _____

Have you ever worked under a different last name than currently used? YES NO If YES: Different name _____

If you are under 18 years of age, can you produce the necessary work permit at the time of employment? YES NO

Are you legally eligible for employment in the United States? YES NO Proof of citizenship or immigration status will be required upon employment.

Are you related to anyone at the Company? YES NO If YES: Name _____ Relationship to you _____

Have you been convicted of a felony or been released from prison after serving a sentence from a felony conviction within the past ten years? YES NO

Are you currently subject to a pending felony indictment? YES NO

If YES to either of the above questions, please indicate date(s), the type(s) of offense(s) and the location(s) including city and state:

Falsification, misrepresentation and/or omission of criminal conviction is grounds for refusal to hire, or if hired, dismissal.

How were You Referred to Apply? Check one of the sources below and provide information.

Employee

First Name: _____ Last Name: _____ Name: _____ Name: _____

School/University

Placement/Temporary Agency

Internet Posting Site

Job Fair

Newspaper Ad

Website

Walk-in

Name: _____ Location: _____ Name: _____ Other: _____

Employment Desired (Management applicant requires resume)

Positions Applied For _____

Date Available to Start _____ Best Time to Call _____

How many hours per week do you prefer to work? _____ Are you willing to work additional hours? YES NO

Are there any limitations on your working hours? YES NO If YES: Explain limits _____

Will you work evenings if necessary? YES NO Will you work Saturdays and Sundays if necessary? YES NO

Please refer to the job description for the position to which you are applying. Are you able to perform the tasks of the job you are applying for as they have been described to you, with or without accommodation? YES NO

Education

School	Name of School	City & State	Major Course of Study	Did you Graduate?	Degree Received
High School/GED				<input type="checkbox"/> YES <input type="checkbox"/> NO	
Trade School				<input type="checkbox"/> YES <input type="checkbox"/> NO	
College				<input type="checkbox"/> YES <input type="checkbox"/> NO	
Graduate School				<input type="checkbox"/> YES <input type="checkbox"/> NO	

Additional Courses/Seminars Completed _____

Honors and Achievements _____

Professional References - List three individuals who can discuss your work history and job performance.

Name and Title	Company Name	Phone Number
		()
		()
		()

Application for Employment

Southwest Consortium (325) 658-9966

Employment Experience - List previous employers starting with MOST RECENT for the last 5 years.

Attach separate sheet if necessary. Resume will **not** replace completion of this section.

Employer _____ Type of Business _____

Phone (____) _____ Street _____ City _____ State _____ Zip _____

Employed: From _____ To _____ Job Description _____ Supervisor _____

Title _____ Base Salary: Start _____ End _____ Other Compensation (bonuses, commission, etc) _____

Reason for Leaving _____

Were you involuntarily terminated from this position? YES NO Do you authorize us to contact this employer to conduct a reference check? YES NO

Employer _____ Type of Business _____

Phone (____) _____ Street _____ City _____ State _____ Zip _____

Employed: From _____ To _____ Job Description _____ Supervisor _____

Title _____ Base Salary: Start _____ End _____ Other Compensation (bonuses, commission, etc) _____

Reason for Leaving _____

Were you involuntarily terminated from this position? YES NO Do you authorize us to contact this employer to conduct a reference check? YES NO

Employer _____ Type of Business _____

Phone (____) _____ Street _____ City _____ State _____ Zip _____

Employed: From _____ To _____ Job Description _____ Supervisor _____

Title _____ Base Salary: Start _____ End _____ Other Compensation (bonuses, commission, etc) _____

Reason for Leaving _____

Were you involuntarily terminated from this position? YES NO Do you authorize us to contact this employer to conduct a reference check? YES NO

Additional Information

Have you ever been suspended or placed on probation for attendance or work performance? YES NO

If YES: Please explain _____

Do you have any part or full-time jobs that you would expect to continue during your employment here? YES NO

If YES: Please explain _____

Please disclose any other business or company in which you are involved or have a financial interest _____

Please explain _____

Certification - Please read carefully.

"I certify that the information contained in this application, and accompanying resume, if any, and any other supplementary materials or documents I sign or submit are true and complete to the best of my knowledge and I understand that falsification, misrepresentation, and/or omission of information is grounds for refusal to hire or, if hired, dismissal. I authorize any of the persons or organizations referenced in this application to give the Company, its subsidiaries or affiliates and their shareholders, directors, officers, employees, agents and/or associates any and all information concerning my previous employment, education, or any other information that they may have, with regard to any of the subjects covered by this application.

Furthermore, I release any person or organization referenced in this application or any agent, employee or representative of a person or organization referenced in this application from any liability that may result from furnishing such information, including, but not limited to, any injuries caused either in whole or in part by any negligent act or omission of any person or organization referenced in this application or any agent, employee or representative of such persons or organizations referenced in this application.

"In the event of my employment with the Company, I agree to conform to the rules and regulations of the Company and acknowledge that these rules and regulations may be changed, interpreted, withdrawn, or added to by the Company at any time, at the Company's option and without prior notice to me. I understand that this application will be given every consideration, but its receipt does not imply that I will be employed. I understand that this employment application and any other Company documents are not contracts for employment, and that my employment will be employment-at-will and can be terminated at any time, with or without notice, at the option of either the Company or myself. If hired, I understand that no modification or alteration of my employment-at-will status shall be valid or binding, unless it is expressly set forth in a written document by the Chief Executive Officer."

"If employed by the Company, I understand and agree that the Company, to the extent permitted by federal, state, and local law, may exercise its right without prior warning or notice to conduct investigations of its property (including, but not limited to: files, lockers, desks, vehicles and computers) and in certain circumstances, my personal property including handbags and briefcases."

"I understand and agree that if driving is a requirement of the job for which I am applying, my employment and/or continued employment is contingent on possessing a valid driver's license and automobile liability insurance in an amount equal to the minimum required by the state where I reside."

"I will regard as confidential, and will not divulge to unauthorized persons, or use for unauthorized purposes, either during or after the term of my employment, any information of a secret, confidential, proprietary, or private nature connected with the business of the Company, its subsidiaries and affiliates, without the written consent of the Chief Executive Officer of the Company."

"I further understand that this application is only valid for the position applied for at the present and that the Company is not obligated to retain or consider this application for future openings."

Signature of Applicant _____ Date _____

This application will not be considered unless signed.