

EMPLOYMENT APPLICATION

Resourcing Edge, LLC. is an EQUAL OPPORTUNITY EMPLOYER. Qualified applicants receive consideration for employment without regard to their race, religion, color, ancestry, age, sex, or disability, or any other category protected by law. To be considered for employment, this application must be completed fully, including its addenda. Your responses to the questions in this application form must be accurate and complete and they will be judged in relation to the requirements of the job you are seeking. Applications from qualified applicants for specific, posted jobs remain active until the vacancy is filled. Applications for other jobs remain active for up to three months. Applicants selected for employment will be required to prove U.S. citizenship or a legal right to work in the U.S. as determined by the U.S. Immigration and Naturalization Service. Resourcing Edge, LLC. is an "at will" employer, which means employment may be terminated by the employee or the company at any time, with or without notice, and for any reason or no reason at all.

IDENTIFICATION

Name (Last)	(First)	(Middle)
Address (Number) (Street)	(City)	(State) (Zip)
Contact (Please check your preferred method of contact below.)		
<input type="checkbox"/> Home Phone No. (Area Code & No.)	<input type="checkbox"/> Work Phone No. (Area Code & No.)	<input type="checkbox"/> Cell Phone No. (Area Code & No.)
		<input type="checkbox"/> E-Mail Address
Are you at least 18 years old? (Indicate "Yes" or "No"):		(DO NOT enter your age or birthdate.)

EMPLOYMENT DESIRED

Position Desired (If applying for a posted or advertised vacancy, please name that job; otherwise, just indicate a job title or type of job you'd like to consider.)	
Status Applying For <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Either	<input type="checkbox"/> Regular <input type="checkbox"/> Temporary <input type="checkbox"/> Seasonal <input type="checkbox"/> Any
Which shift will you work? <input type="checkbox"/> Any <input type="checkbox"/> Day <input type="checkbox"/> Evening <input type="checkbox"/> Night	
Desired Salary Range \$ Per	Date Available to Start

GENERAL INFORMATION

What prompted your application or who referred you to us?

- Own Accord
 Job Ad
 Placement Agency
 State Job Svc
 Another Employee:
 Other:

Office & Computer Skills

Computer Keyboard Yes No If Yes, rate your speed/skill: Expert Average Beginner

Other office skills: Dictation/Transcription 10-Key Calculator

Other office machines or equipment:

Computer Software Skills: JAVA Visual Basic HTML Web Design/Publishing

Other Programming Software:

MS Word
 MS Excel
 MS Outlook
 MS Access
 MS PowerPoint
 WordPerfect
 Lotus

Other office, accounting, human resources, payroll software:

Other presentation, publishing, or CAD software:

Licenses, Registrations, Certifications Type (e.g., Driver's, CDL, Forklift Operator, Teaching, etc.)	Issuing Agency Organization	Cert. or ID No.	Expiration or Date

Ever been employed by this company? Yes No If YES, give details in EMPLOYMENT section.

Name any relatives working for this company. (This question helps us with placement and is neither an advantage nor disadvantage.)

EMPLOYMENT HISTORY

List all employment **and** periods of unemployment during the last seven (7) years. You may list employment prior to seven (7) years ago that is related to the job you are seeking or if you wish to have it considered. You are not required to list military service, but you may do so if it is related to your career and you wish to have it considered.

Present Employer (Company Name) or period of unemployment				Telephone No.	From Mo./Yr.	To Mo./Yr.
Employer's Address				City	State	Zip
				Department		
				Supervisor		
Your Job Title		Your name at the time		Salary/Wage	<input type="checkbox"/> Full-Time	<input type="checkbox"/> Part-Time
					<input type="checkbox"/> Regular	<input type="checkbox"/> Temp
Describe duties, equipment operated, and special accomplishments						
Reason for leaving						
Previous Employer (Company Name) or period of unemployment				Telephone No.	From Mo./Yr.	To Mo./Yr.
Employer's Address				City	State	Zip
				Department		
				Supervisor		
Your Job Title		Your name at the time		Salary/Wage	<input type="checkbox"/> Full-Time	<input type="checkbox"/> Part-Time
					<input type="checkbox"/> Regular	<input type="checkbox"/> Temp
Describe duties, equipment operated, and special accomplishments						
Reason for leaving						
Previous Employer (Company Name) or period of unemployment				Telephone No.	From Mo./Yr.	To Mo./Yr.
Employer's Address				City	State	Zip
				Department		
				Supervisor		
Your Job Title		Your name at the time		Salary/Wage	<input type="checkbox"/> Full-Time	<input type="checkbox"/> Part-Time
					<input type="checkbox"/> Regular	<input type="checkbox"/> Temp
Describe duties, equipment operated, and special accomplishments						
Reason for leaving						

EDUCATION/TRAINING

	Name, City and State of school/training	No. Years Completed	Diploma/Degree	Program or major courses	Month/Year Graduated
Last High School					
College/ University, Professional, Business or Technical Schools					
Grad School					

Subject of special study or research _____

Extracurricular activities in high school and/or college (DO NOT list political or religious activities.) _____

Scholarships, fellowships, or awards received _____

STATEMENT OF CERTIFICATION, AUTHORIZATION, AND AGREEMENT

I certify that the information I have provided in this application form, in my resume and other application related documents, and interview(s) is complete and accurate. I authorize all my former employers and personal references to answer inquiries made by Resourcing Edge, LLC. and I hereby release all such parties including Resourcing Edge, its subsidiaries, employees, subscribers, and agents from liability because of doing so. I agree that if, in the exclusive opinion of Resourcing Edge, I have made any misrepresentation, or the results of the investigation are not satisfactory, any offer of employment may be withdrawn or, if already hired and working, I may be terminated without liability, except for payment at the rate agreed upon for services rendered. A copy of this agreement and certification can serve as an original.

I understand and agree that, if hired, my employment is entirely "at-will" which means that my employment can be terminated by me or Resourcing Edge at any time and for any reason or no reason at all. I further understand and agree that nothing in this application is intended to create or imply a contractual relationship and that no representative of Resourcing Edge has the authority to enter an agreement for employment for any specified period or to make an agreement for employment other than at-will.

If I am hired, I understand I will be required to complete all forms and documentation the company requires for its new hire processing. My failure to do so may result in withdrawal of any employment offer or termination if I have already started to work. After employment, I understand that I will be required to complete all documentation the company requires upon demand including, but not limited to, tax withholding, personal information changes, benefit enrollment forms, performance appraisals, and warning notices and other corrective actions. My failure to do so may result in disciplinary action up to and including termination, as deemed appropriate by the company.

I understand I must adhere to the policies and procedures of Resourcing Edge while I am an employee of the company.

Applicant Signature _____ Date _____