

IVYSTONE

Employment Application Form

Today's Date: _____

Applicant Information

Name _____
Last First Middle

Permanent Address _____

City State Zip Code

Best Telephone Number: () _____

Email Address: _____

Position applying for _____ Desired salary \$ _____

How were you referred to this company?

Agency Walk-in Friend/Relative _____

Website School Other _____

Employment Desired: Full-Time Part-Time Temporary/Seasonal

Are you available to work weekends? Yes No

Are you available to work overtime? Yes No

Are you 18 years of age or older? Yes No

Are you able to provide proof of eligibility to work in the US? Yes No

Have you ever applied to our Company before? Yes No If yes, when? _____

Have you worked for our Company in the past? Yes No If yes, when? _____

Some positions require a valid driver's license to perform the functions of the job, proof may be required after hire.

Do you have a valid driver's license? Yes No If so, Class _____

Education				
School	Name and Location	Number of Years Attended	Major	Diploma/Degree
High School or GED				
College				
Graduate				
Vocational/ Technical				

Training Courses – List any relevant academic honors, awards, scholarships, professional organizations, volunteer activities, certificates, publication, licenses or any other information consider significant and relevant to employment:		
Course/Seminar	Organization	Content

Employment History – List your work experience for the past three years beginning with your recent job held.		
1. Name of Company _____ From _____ To _____		
Address: _____		
City	State	Zip Code
Employer's Phone Number: _____ Position Title: _____		
Supervisor's Name _____		
Describe Duties/Responsibilities: _____		
Reason for leaving: _____ May we contact this employer? Yes No		

2. Name of Company _____ From _____ To _____
 Address: _____

City _____ State _____ Zip Code _____

Employer's Phone Number: _____ Position Title: _____

Supervisor's Name _____

Describe Duties/Responsibilities: _____

Reason for leaving: _____ May we contact this employer? Yes No

3. Name of Company _____ From _____ To _____
 Address: _____

City _____ State _____ Zip Code _____

Employer's Phone Number: _____ Position Title: _____

Supervisor's Name _____

Describe Duties/Responsibilities: _____

Reason for leaving: _____ May we contact this employer? Yes No

Business References	
Name/Business Relationship	Phone Number

Please Read Carefully Before Signing This Form

All information contained in this application is true to the best of my knowledge and belief. I understand that misrepresentation or omissions of any kind may result in denial of employment or be cause for subsequent dismissal if I am selected/hired.

I authorize this company to investigate my responses on this application and contact any or all of my former employers or any individuals familiar with me or my employment background for the purpose of verifying any information I have provided and/or for the purpose of obtaining any information, whether favorable or unfavorable, about me or my employment. I voluntarily and knowingly fully release and hold harmless any person or organization that provides information pertaining to my employment or me.

Regardless of whether or not I become selected/hired by this company, I recognize that this application is not and should not be considered a contract of employment for any definite period of time. If employed, I understand that I have been hired "At-Will" of the employer and my employment may be terminated at any time, with or without cause and with or without notice.

Original Signature of Applicant: _____

Date: _____

Ivystone is committed to a policy of Equal Employment Opportunity and will not discriminate against an applicant or employee on the basis of race, color, religion, creed, national origin or ancestry, sex, age, physical or mental disability, use of a guide or support animal because of blindness, deafness, or physical handicap, veteran or military status, genetic information, sexual orientation, or any other legally recognized protected basis under federal, state, or local law. The information collected by this application is solely to determine suitability for employment, verify identity, and maintain employment statistics on applicants.

Applicants with disabilities may be entitled to reasonable accommodation under the terms of the Americans with Disabilities Act and certain state or local laws. A reasonable accommodation is a change in the way things are normally done which will ensure an equal employment opportunity without imposing undue hardship on the Company. Please inform the company's personnel representative if you need assistance completing any forms or to otherwise participate in the application process.