

## **Employment Application**

All applicants are considered for all positions without regard to race, religion, color, sex, gender, sexual orientation, pregnancy, age, national origin, ancestry, physical/mental disability, severe/morbid obesity, medical condition, military/veteran status, genetic information, marital status, ethnicity, alienage or any other protected classification, in accordance with applicable federal, state, and local laws. By completing this application, you are seeking to join a team of hardworking professionals dedicated to consistently delivering outstanding service to our customers and contributing to the financial success of the organization, its clients, and its employees. Equal access to programs, services, and employment is available to all qualified persons. Those applicants requiring accommodation to complete the application and/or interview process should contact a management representative.

Position(s) Applied for		Date of Application		
Print Name (Last, First, & Middle)				
Street Address		City	State	Zip Code
Main Phone Number	Alternate Phone Number	Email		

#### **Education / Training**

	School Name	Years Completed	Diploma/ Degree (Yes/No)	Area of Study/Major	Specialized Training, Skills, or Extra- Curricular Activities
High School					
College/ University					
Graduate/ Professional School					
Trade School					
Other					

Please list any other experience, job related skills, additional languages, or other qualifications that you believe should be considered in evaluating your qualifications for employment

#### **Previous Employment**

Name of Employer	Supervisor	May we contact?				
		🗆 Yes 🗆 No				
Street Address	Street Address					
Phone Number	Dates Employed (Month/Year)					
	From	То				
Job Title and Duties	Reason for Leaving					

Name of Employer	Supervisor	May we contact?	
		🗆 Yes 🗆 No	
Street Address			
Phone Number	Dates Employed (Month/Year)		
	From	То	
Job Title and Duties	Reason for Leaving		
Constal Information			

#### **General Information**

If hired, can you present evidence of your identity and legal right to work in this country? 🗆 Yes 🗆 No
Social Security #:
Have you ever worked for this company before?
a.) If yes, please give dates and position:
Have you been convicted of a felony within the last 7 years?
a.) If yes, please explain?
On what date are you available to begin work?
Desired Salary:/ per hour
How did you learn about Nixco Plumbing Inc.?
Are you able to perform the essential job functions of the job for which you are applying with or without reasonable
accommodation? I Yes I No
Disclaimer and Signature

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Si	g	n	a	tu	re	:	

## Motor Vehicle Record Disclosure and Release Form

In connection with my ongoing employment or my application for employment, should I have or secure a position with \_\_\_\_\_\_ (Named Insured), I understand that a motor vehicle record, which contains public record information, may be requested. I further understand that such report(s) will contain personal information and public record information concerning my driving record from federal, state, and other agencies that maintain such records, as well as independent services that provide driving record information.

I hereby authorize, without reservation, procurement of my motor vehicle report and further authorize any party or agent contacted to furnish the above-mentioned information to Energy Insurance Agency or its agents.

If or upon hire, this authorization shall remain on file and shall serve as ongoing authorization for you to procure such reports at any time during my employment. I acknowledge that \_\_\_\_\_\_''s *(Named Insured)* commercial auto insurer and agent will also use this information in conjunction with insurance underwriting, loss control and safety review efforts.

I agree to release my employer, potential employer, its commercial auto insurer, agent & its employees and those who supplied the company with this information from any liability for any damage that may result from furnishing the requested information or my failure to be hired for the position for which I am applying.

Employee/Applicant Full Legal Name (include Middle Initial)

**Driver's License Number** 

State of Issuance

Date of Birth

**Employee/Applicant Signature** 

Date

**Employer/Company Signature** 

# DISCLOSURE

As part of our hiring background and investigation, we may obtain consumer reports or prepare an investigative consumer report. The investigative consumer report may consist of contacting all listed prior employers to verify your employment history. It may also include, but not be limited to, credit information reports, criminal history reports and driving history records. Under the provisions of the Fair Credit Reporting Act (15 USC at 1681-1681u) as amended, before we can seek such reports, we must have your written permission to obtain the information. You have the right, upon written request, to a complete and accurate disclosure of the nature and scope of the investigation. You are also entitled to a copy of your Rights under the Fair Credit Reporting Act.

## AUTHORIZATION TO RELEASE INFORMATION

Last Name	ast Name First Name	
Current Address		Dates Lived Here
Addresses for the Past Seven Year	rs: (include street, city, state, zip code)	Dates of Residence:
Date of Birth	Other Names Used (including maiden name)	Years Used
Social Security Number	Driver's License #	State

#### Email address (may be used for official correspondence)

do hereby authorize verification of all information in my employment application from all sources of employment, education, motor vehicle, financial history, criminal history, personal character, and worker's compensation records in accordance with ADA, labor and wage records, etc. or any part thereof, and authorize any duly authorized agent of **IntelliCorp Records, Inc** to obtain, whether the said records are public or private, and including those which may be deemed to be privileged or confidential in nature and I release all persons from liability on account of such disclosures. Information appearing on this Authorization will be used exclusively by **IntelliCorp Records, Inc** for identification purposes and for the release information which will be considered in determining any suitability for employment. I certify that I have made true, correct, and complete answers and statements on my employment application, any supplements to it and in any interview in the knowledge that they will be relied upon in considering my application for employment. I agree to provide additional information that may be requested to process my employment application. I authorize without reservation, any party or agency contacted by **IntelliCorp Records, Inc** to furnish the above-mentioned information. This authorization is valid during the course of my employment to the extent permitted by law.

\*\*I hereby do \_\_\_\_\_do not\_\_\_\_\_ authorize you to contact my current employer for Employment and Reference Verifications

(This will authorize immediate inquiries to the Human Resources Department and to any listed supervisors or references in the Employment/Reference Section of your application.)

I have the right to make a request to **IntelliCorp Records, Inc**, upon proper identification, to request the nature and substance of all information in its files on me at the time of my request, including sources of information, and the recipients of any reports on me which **IntelliCorp Records, Inc** has previously furnished within the two year period preceding my request.

I understand and agree that any omission, false statement, misleading statement, or answer made by me on my application or any supplements to it and in any interviews will be sufficient grounds for rejection of employment and my discharge after employment.

Printed Name

Applicant Signature

Date

□ CALIFORNIA, OKLAHOMA, and MINNESOTA RESIDENTS ONLY: If you are a current California, Oklahoma, or Minnesota resident and would like to request a copy of your Consumer Report or Investigative Consumer Report, please check the box. This report may include character and reputation information obtained through personal interviews.

□ MASSACHUSETTS APPLICANTS ONLY: Under Massachusetts law, an employer is prohibited from making written, preemployment inquiries of an applicant about his or her criminal history. Massachusetts applicants should not respond to any of the questions seeking criminal record information.

DISCLAIMER: THIS FORM IS NOT MEANT TO PROVIDE LEGAL ADVICE OF ANY KIND. LEGAL ADVICE SHOULD BE SOUGHT FROM YOUR ATTORNEY. WE MAKE NO CLAIMS, PROMISES OR GUARANTEES ABOUT THE ACCURACY, COMPLETENESS, OR ADEQUACY OF THE INFORMATION CONTAINED HEREIN. WE MAKE NO WARRANTY THAT THIS FORM IS APPROPRIATE FOR YOUR PARTICULAR NEEDS.