



This application form is intended for use in evaluating your suitability for employment. Please answer all questions completely and legibly. If a question is not applicable, indicate N/A. If you need more space to explain any answer, you may request an extra sheet of paper. Please complete the application completely and accurately.

PERSONAL:

Name (Last, First, Middle)		Is any information relative to a different name necessary to check work records? YES or NO If yes, please explain	
Home / Cell Telephone (Circle one)		Work / Cell Telephone (Circle one)	
Current Address	Street	City	State/Zip Code Since (Month/Year)
Previous Address (if less than 2 years at current residence)	Street	City	State/Zip Code (Month/Year)

AVAILABILITY:

Position Applied For	Minimum Weekly Salary Desired	Date you Can Start Work
Do You Prefer: Full Time Part Time Either	Can You Work: Weekends Evenings	
Please answer all of the following questions. When necessary number and use an extra sheet of paper.		
1) Are you at least 18 years of age? YES or NO		
2) Have you ever worked for this company before? YES or NO If yes, when and where		
3) Are you currently authorized to work in the U.S. for any employer? YES or NO		
3a) Will you now, or at anytime in the future require an employment-based visa? YES or NO		
4) Will you work overtime when necessary? YES or NO		
6) How were you referred to us?		
7) Have you ever been discharged or asked to resign from a job? YES or NO If yes, please explain.		
9) Have you been given a description of the job for which you are applying or had the essential elements of the job explained to you? YES or NO		
10) Do you understand the job requirements? YES or NO		
11) Can you perform the essential functions of this job with or without reasonable accommodations? YES or NO		

EDUCATION:

High School Attended	City, State	Did you earn a diploma or GED?	
Undergraduate College Attended	City, State	Concentration	Degree
Undergraduate College Attended	City, State	Concentration	Degree
Graduate College Attended	City, State	Concentration	Degree
Trade, Business or Other School	City, State	Concentration	Degree

EMPLOYMENT EXPERIENCE:

Most Recent Employer	City	State	Phone ()
Position Held	Dates: From/To	Pay Rate Upon Leaving	Supervisor
Duties		Reason For Leaving	
Next Most Recent Employer	City	State	Phone ()
Position Held	Dates: From/To	Pay Rate Upon Leaving	Supervisor
Duties		Reason For Leaving	
Next Most Recent Employer	City	State	Phone ()
Position Held	Dates: From/To	Pay Rate Upon Leaving	Supervisor
Duties		Reason For Leaving	
Please list any other companies in this industry for whom you have worked:			
Have you ever served in any branch of the United States Military? (If yes, please give branch, dates and MOS)			
May we contact the employers listed above for references? YES or NO If no, please explain.			

JOB RELATED SKILLS:

Please use this space to list any special skills you may have that relate to the position applied for:
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REFERENCES:

Name	Name	Name
Address	Address	Address
Telephone Number	Telephone Number	Telephone Number
Business Relationship	Business Relationship	Business Relationship
Years Known	Years Known	Years Known

REMARKS:

Mark any comments you feel are pertinent to your application:

In the event that I am employed, I agree to follow the rules and regulations of Integration Automation Solutions. I understand that my employment is at will, that the terms and conditions of my employment can be changed at Integration Automation Solutions and that my employment can be terminated with or without cause, at any time, for any or no reason, at the option of the company or myself.

Integration Automation Solutions is an Equal Opportunity Employer and all qualified applicants will receive consideration without discrimination on the basis of sex, marital status, race, age, creed, national origin, citizenship, disability, and genetic information, or any other status protected under state or federal law.

This application will not obligate Integration Automation Solutions to hire applicant for employment. Additional testing of skills and other job-related characteristics, as well as testing for the presence of illegal drugs in your body, driving history, credit check, and background check may be required after an offer of employment is made. For certain positions, you will be required to undergo a medical review to determine your suitability for the position applied for. This review will include the completion of a medical history form and may include an examination by a medical professional designated by the company.

I hereby release from liability all representatives of Integration Automation Solutions, and its staff for their acts performed in good faith and without malice in connection with evaluating my application and credentials and qualifications, and I hereby release from any liability all individuals and organizations who provide information to Integration Automation Solutions or its staff in good faith and without malice concerning my professional competence, ethics, character and I hereby consent to the release of such information.

This applicant agrees that the information has been completed accurately and that dishonesty or falsification of or material omission from this employment application form could result in a withdrawn of any offer made to the applicant. I further understand that should any of the information contained in this application be incomplete, inaccurate, or untrue, any offer of employment or employment by Integration Automation Solutions, may be cancelled or withdrawn, or be sufficient cause for dismissal.

I _____, (print name) have read the above statement and agree with the terms.

Date: _____

Signature _____