



Employment Application

This is an equal opportunity employer that prohibits discrimination in hiring or terms and conditions of employment on the basis of race, sex, gender, color, creed, religion, national origin, sexual orientations, age, disability, military or veteran status, ethnicity, citizenship, or any other legally recognized protected basis under local, state or federal law, regulations or ordinances. The Company will endeavor to make a reasonable accommodation to the known physical or mental limitations of an applicant or qualified employee with a disability unless the accommodation would impose an undue hardship of the operation of our business.

Please read carefully/print clearly in ink. Please inform the Company's Human Resources Department if you need assistance completing any forms or to otherwise participate in the application process.

Personal Information

Full Name	Last	First	Middle
Address	Street	City	State Zip
Contact	Primary Phone Number	Secondary Phone Number	Email Address

Have you ever applied to this Company? Yes No	If yes, where? Approximate date/mo./yr.
Have you ever worked for this Company? Yes No	If yes, where? Approximate date/mo./yr.
Do you have a reference who is presently employed at this COMPANY? Yes No	If yes, please provide name:
How did you learn about our Company? Advertisement Friend Walk-In Radio Relative Job Fair On Campus Internet Other	

General Information

If you are under age 18, please state your age. (The primary reason for this question is to address any child labor laws. If you are under the age of 18, appropriate working papers are required).

Are you legally authorized to work in the U.S.? Yes No (If hired, verification will be required consistent with federal law).	
Have you ever been suspended, dismissed, forced to resign or discharged from any employment? Yes No If yes, please explain:	
Position applying for:	Expected Salary: Hourly Rate/Annual: \$

Available for: Full time: 30-40 hrs. Part time: Less than 30 hrs. Total number of hours available per week: _____

	Sunday		Monday		Tuesday		Wednesday		Thursday		Friday		Saturday
Start		Start		Start		Start		Start		Start		Start	
End		End		End		End		End		End		End	

Our Company is committed to accommodating an individual's religious beliefs and practices. Accordingly, it is not necessary to identify, at this time, restrictions to availability that are because of religious observance.

Work Experience

List Most Recent Employment First (You may include any verifiable work performed on a volunteer basis)

Name/Address of Employer	Date (mo./yr.)	Salary		
Company	From	Start	Position	Last or Current Supervisor
Address				
Phone	To	End	Reason for Leaving	May we contact Yes No
Company	From	Start	Position	Supervisor
Address				
Phone	To	End	Reason for Leaving	
Company	From	Start	Position	Supervisor
Address				
Phone	To	End	Reason for Leaving	

Educational Background (List Last 3 Schools Attended)

School & Location (City, State)	No. Years	Degree/Diploma? (yes / no)	Course of Study

Applicant's Statement

I certify that all information supplied by me in this application is true, accurate, and complete statements of facts. I understand that the falsification, misrepresentation or omission of fact on this application or any other accompanying documents or required documents, will result in disqualification from further consideration for employment or, if I were employed, would result in immediate dismissal regardless of when or how discovered. If hired, I understand and agree that I will be employed by one of the Extensis group of companies (herein after referred to as the "Company") as solely determined by the Company.

If hired, I agree to abide by all of the rules and regulations of the company. I further understand that if hired, my employment will be "At-Will", which means I am free to resign at any time and the Company is free to terminate my employment at any time, for any reason, with or without notice. Consistent with this policy of "At Will" employment the Company may discipline, demote or reassign job responsibilities or decrease my pay at any time, for any reason, at its sole and absolute discretion. I further understand that no representation, whether oral or written: by any representative or agent of the Company, at any time, can constitute a contract of employment. I understand that the Company and all Plan Administrators shall have the maximum discretion permitted by law to administer, interpret, modify, discontinue enhance or otherwise change all policies, procedures, benefits or other terms or conditions of employment. No representative or agent of the Company has the authority to enter into any agreement for employment for any specified period of time or to make any change in any policy, procedure, benefit or other term or condition of employment other than in a document signed by the President or Executive Vice President, or to make any agreement contrary to the foregoing.

I understand that any hiring decision is contingent upon my successful completion of all of the Company's lawful pre-employment checks, which may include a background check. I agree to execute any consent forms necessary for the Company to conduct its lawful pre-employment checks. I authorize the Company to thoroughly investigate all statements contained in my application or resume, and I authorize my former employers and references to disclose information regarding my former employment, character and general reputation to the Company, without giving me prior notice of such disclosure. In addition, I release the Company, any former employers and all references listed above from any claims, demands, or liabilities arising out of related to such investigation or disclosure.

I further understand that the Company shall have no obligation or liability to compensate me for any amounts other than for those hours that I have worked. The Worksite Employer is obligated to provide Company with accurate and timely wage and hour information reflecting all compensation due to me for each pay period and the Worksite Employer's obligation for paying wages is not diminished by entering into a written employee leasing agreement with the Company.

In recognition of the fact that any work-related injuries and/or illnesses which might be sustained by me are covered by state worker's compensation statutes and to avoid the circumvention of such state statutes which may result from suits against the customers or clients of the Company based on the same injuries or illnesses, and to the extent permitted by law, I hereby waive and forever release any rights I may have to make claims or bring suit against any client or customer of the Company or against the Company for damages based upon injuries/illnesses which are covered under workers' compensation statutes.

I understand that filling out this form does not indicate there is a position open and does not obligate the Company to hire. If hired, I agree to abide by all Company work rules, policies and procedures. The Company retains the right to revise its policies or procedures, in whole or part, at any time.

Applicant Signature _____

Date _____

Driving Policy Agreement and MVR Release Form

Purpose:

No applicant will be hired into a position that requires driving as a key aspect of the position, nor will any existing employee be allowed to drive a personal car on Company business or a Company owned leased or rented vehicle, unless the requirements set forth in this procedure have been met.

Scope:

This procedure pertains to any applicant for positions requiring driving, as well as all existing employees who drive a Company owned, leased or rented vehicle or a personal vehicle on Company business. Satisfactory driving performance and behavior is essential for the safety of our employees and the public.

Basic Requirements to Drive:

Applicants and employees must have a valid driver's license. A hardship or restricted license, or learner's permit are not a valid license per this policy.

Employment with Extensis is contingent upon having an acceptable Motor Vehicle Record (MVR). Applicants must authorize Extensis to run an MVR

Applicants may be disqualified for employment or driving positions if:

1. **The MVR indicates that the applicant's driver's license is currently suspended, revoked, or cancelled, including for administrative reasons (non-safety related).**
2. **Drivers indicate at risk driving behaviors by evidence of MVR records, call in complaints, direct observation by company employees, preventable collisions or any other valid source.**

MVR Release and Policy Agreement:

In connection with any application made by me, I understand that investigative background inquiries may be made on me regarding motor vehicle information. I understand that you may be requesting information from various government agencies which maintain records concerning past driving records.

I _____ (*Print Applicant's Name*) authorize without reservation, any party or agency contacted to furnish the above mentioned information and release all parties involved from any liability for doing so. I hereby consent to my employer, Extensis, obtaining such information. I recognize that these inquiries may be made randomly in the future and no further authorization is required by me.

I understand the importance of driving defensively safely and that if the company determines my driving record indicates evidence of at risk driving, as described above, my employment can be terminated.

Applicant Signature

Date

Driver's License Number / State

Company