



Application for Employment

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. Please print.

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

General Information

Date available to start: _____ Minimum salary required: Per Hour \$ _____ Per Month \$ _____
 Days/Hours available to work: _____ Full-time Part-time Temporary/Seasonal
 Have you worked for F&S before? Yes No *If yes, please give dates and position:* _____
 Do you have friends and/or relatives working for this company? Yes No
If yes, name(s) and relationship(s): _____
 If hired, would you have a reliable means of transportation to and from work? Yes No
 Are you at least 18 years old? Yes No *Note: If under 18, hire is subject to verification that you are of minimum legal age.*
 If hired, can you present evidence of your identity and legal right to work in this country? Yes No
 Are you able to perform the essential job functions of the job for which you are applying with or without reasonable accommodation? Yes No
Note: We comply with the ADA and consider reasonable accommodation measures that may be necessary for qualified applicants/employees to perform essential job functions.

Education

Please describe your educational background in the table provided below.

	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 / Other School					



Employment Experience

Please list in order of most recent employment first.

Name of Employer	Supervisor	May we contact?
		<input type="checkbox"/> Yes <input type="checkbox"/> No
Street Address		
Phone Number	Dates Employed (Month/Year)	
	From:	To:
Job Title and Duties	Reason for Leaving	

Name of Employer	Supervisor	May we contact?
		<input type="checkbox"/> Yes <input type="checkbox"/> No
Street Address		
Phone Number	Dates Employed (Month/Year)	
	From:	To:
Job Title and Duties	Reason for Leaving	

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Street Address		
Phone Number	Dates Employed (Month/Year)	
	From:	To:
Job Title and Duties	Reason for Leaving	

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		<input type="checkbox"/> Yes <input type="checkbox"/> No
Street Address		
Phone Number	Dates Employed (Month/Year)	
	From:	To:
Job Title and Duties	Reason for Leaving	



Military Experience

Have you acquired, or were you trained in any skills relevant to the position applied for while in the U.S. military Service? Yes No *If yes, please explain*

Have you ever been involuntarily terminated or asked to resign from any job? Yes No
If yes, please explain

Please explain any gaps in your employment history:

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.

Business and Professional References

Please list three professional references of individuals who are **not** related to you.

Name and Title	Relationship	Phone Number

Personal References

Please list three people who know you well.

Name and Title	Relationship	Phone Number



Applicant Statement and Agreement

Please read carefully, initial each paragraph, and sign below. If there is anything that you do not understand, please ask.

_____ I hereby authorize F&S to thoroughly investigate my references, work record, education and other matters related to my suitability for employment and, further, authorize the prior employers and references I have listed to disclose to F&S any and all letters, reports and other information related to my work records, without giving me prior notice of such disclosure. In addition, I hereby release F&S, my former employers and all other persons, corporations, partnerships and associations from any and all claims, demands or liabilities arising out of or in any way related to such investigation or disclosure.

_____ In the event of my employment with F&S, I understand that I am required to comply with all rules and regulations of F&S. I understand that that I will be required to possess a current valid state issued driver's license if my position requires me to drive in the course of my work and be insurable.

_____ If hired, I understand and agree that my employment with F&S is at-will, and that neither I, nor F&S is required to continue the employment relationship for any specific term. I further understand that F&S or I may terminate the employment relationship at any time, with or without cause, and with or without notice. I understand that the at-will status of my employment cannot be amended, modified, or altered in any way by any oral modifications.

_____ I understand that safety of employees is extremely important to F&S and that F&S is committed to ensuring a safe working environment. I understand that I, and every employee, have a responsibility to prevent accidents and injuries by observing all safety procedures and guidelines and following the directions of my site supervisor. I understand and agree to comply with federal, state, and local regulations related to on-the-job safety and health, including operating a motor vehicle.

_____ If hired, I understand that my continued employment may be contingent upon successful clearance from an U.S. Customs and FBI background investigation.

_____ I hereby certify that the answers given by me are true and correct to the best of my knowledge. I further certify that I, the undersigned applicant, have personally completed this application. I understand that any omission or misstatement of material fact on this application or on any document used to secure employment shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery.

_____ I understand that if I am selected for hire, it will be necessary for me to provide satisfactory evidence of my identity and legal authority to work in the United States, and that federal immigration laws require me to complete an I-9 Form in this regard.

_____ I understand that if any term, provision, or portion of this Agreement is declared void or unenforceable, it shall be severed and the remainder of this Agreement shall be enforceable.

MY SIGNATURE BELOW ATTESTS TO THE FACT THAT I HAVE READ, UNDERSTAND, AND AGREE TO ALL OF THE ABOVE TERMS.

Signature: _____

Name (print): _____ Date: _____



Voluntary Self Identification

Fair and Swanson Inc. welcomes diversity in the workplace and is an Equal Employment Opportunity employer. We conduct all employment-related activities without regard to race, color, religion, gender identity, marital status, age, disability, veteran status, sexual orientation, national origin, or other classification protected by applicable State and Federal employment discrimination laws.

To assist F&S in maintaining accurate employment records and comply with Federal government reporting requirements, your assistance is requested. The information you provide, below, is considered entirely voluntary and confidential, and will be used only for data reporting requirements. If you choose not to self-identify, your employment status will not be affected in any way. **Your form will be separated from your application and will not be considered in connection with your application.**

Position Applied For			Date
Last Name	First	Middle Initial	Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female

Race/Ethnic Group: Please check one of the descriptions below corresponding to the race/ethnic group with which you identify.

- American Indian or Alaskan Native (not of Hispanic Origin)** - A person having origins in any of the original peoples of North America and South America (including Central America), and who maintains tribal affiliation or community attachment.
- Asian (not of Hispanic Origin)** - A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- Black or African American (not of Hispanic Origin)** - A person having origins in any of the Black racial groups of Africa.
- Native Hawaiian or Other Pacific Islander (not of Hispanic Origin)** - A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- White (not of Hispanic Origin)** - A person having origins in any of the original peoples of Europe, North Africa, or the Middle East.
- Hispanic or Latino (All races)** - A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.
- Two or more races**
- Do not wish to disclose.** Select this option if you do not wish to participate in our survey.

Veteran Status: Please check all which describes your veteran status.

- Special Disable Veteran.** - A person who has a disability that entitles them to Veterans' Administration disability compensation rated at 30 percent or more; or was discharged or released from active military duty because of a disability incurred or aggravated in the line of duty.
- Vietnam Era Veteran** - A person who: (i) served on active duty in the U.S. military, ground, naval or air service for a period of more than 180 days, and who was discharged or released there from with other than a dishonorable discharge, if any part of such active duty was performed: (A) in the Republic of Vietnam between February 28, 1961, and May 7, 1975; or (B) between August 5, 1964, and May 7, 1975, in all other cases; or (ii) was discharged or released from active duty in the U.S. military, ground, naval or air service for a service-connected disability if any part of such active duty was performed (A) in the Republic of Vietnam between February 28, 1961, and May 7, 1975; or (B) between August 5, 1964, and May 7, 1975, in any other location.
- Other Protected Veteran** - A person who served in the military, ground, naval or air service of the United States on active duty during a war or in a campaign or expedition for which a campaign badge has been authorized.
- Newly Separated Veteran** - A person who served on active duty in the U.S. military, ground, naval or air service and was discharged or released from active duty within the past 12 months.
- None of the above**
- Do Not Wish to Disclose.** Select this option if you do not wish to participate in our survey.