

EMPLOYMENT APPLICATION

Name: _____ Date: _____

Present Address: _____

City: _____ State: _____ Zip: _____

Social Security No: _____ Home Phone: _____ Alternate Phone: _____

Email Address: _____ Are you at least 18 years of age? Yes No

Are you legally eligible for employment in the U.S.? Yes No

Do you have a Valid Driver's License? Yes No Issuing State and Number: _____

How did you hear about us?

- | | |
|--|---|
| <input type="checkbox"/> Newspaper/Magazines | <input type="checkbox"/> ABAI |
| <input type="checkbox"/> School | <input type="checkbox"/> Spectrum Website |
| <input type="checkbox"/> Spectrum Employee | <input type="checkbox"/> Other _____ |

Are you currently employed? Yes No Salary Expectation: _____

Which position are you applying for? _____

Have you applied with Spectrum before? Yes No

If so, what position? _____

Were you previously employed by Spectrum? Yes No

Do you have any relatives working for Spectrum? Yes No

Have you ever been:

- Investigated by the Department of Social Services? Yes No
- Convicted of a violation of law? Yes No (This includes, but is not limited to, felonies, misdemeanors, DUI, reckless driving, or moving violations)

If you answered "Yes" to any of the above questions, please explain in detail (a conviction will not necessarily disqualify an applicant).

EDUCATION:

| School | Name and Location | Course of Study | Number of Years Completed | Did You Graduate? (Please Circle) | Degree or Diploma |
|--------------|-------------------|-----------------|---------------------------|--------------------------------------|-------------------|
| High School | | | | Yes No | |
| Trade School | | | | Yes No | |
| Graduate | | | | Yes No | |
| Graduate | | | | Yes No | |
| Other | | | | Yes No | |

CERTIFICATIONS:

| Certification(s)/License(s) | Certifying/Licensing Organization | Date Issued |
|-----------------------------|-----------------------------------|-------------|
| | | |
| | | |
| | | |

EMPLOYMENT HISTORY:

Company Name: _____ Telephone: _____

Address: _____ Supervisor: _____

Job Title: _____ From: _____ To: _____

Still Employed: Yes No Reason for Leaving: _____

Pay Rate (Starting): _____ Pay Rate (Ending): _____

Describe Your Duties: _____

Company Name: _____ Telephone: _____

Address: _____ Supervisor: _____

Job Title: _____ From: _____ To: _____

Still Employed: Yes No Reason for Leaving: _____

Pay Rate (Starting): _____ Pay Rate (Ending): _____

Describe Your Duties: _____

Company Name: _____ Telephone: _____

Address: _____ Supervisor: _____

Job Title: _____ From: _____ To: _____

Still Employed: Yes No Reason for Leaving: _____

Pay Rate (Starting): _____ Pay Rate (Ending): _____

Describe Your Duties: _____

VOLUNTEER HISTORY:

| Organization | Position | Time Period |
|--------------|----------|-------------|
| | | |
| | | |
| | | |

References:

| | |
|---|--------------------------|
| Name of Reference: | Company: |
| Relationship to Applicant: | Telephone Number: |
| I authorize the above individual or company to furnish Spectrum Transformation Group with information regarding me including but not limited to my employment including my reason(s) for separation (termination). I am signing this release and waiver voluntarily and to request that you respond to Spectrum Transformation Group's request for reference inquiry with full and complete information. Since this is part of my application for employment with Spectrum Transformation Group, I, therefore, waive and release the above reference from all claims or causes of action in law or equity, including but not limited to, defamation of character or invasion of privacy, which might arise from responding to this reference check. | |

Signature: _____ **Date:** _____

| | |
|---|--------------------------|
| Name of Reference: | Company: |
| Relationship to Applicant: | Telephone Number: |
| I authorize the above individual or company to furnish Spectrum Transformation Group with information regarding me including but not limited to my employment including my reason(s) for separation (termination). I am signing this release and waiver voluntarily and to request that you respond to Spectrum Transformation Group's request for reference inquiry with full and complete information. Since this is part of my application for employment with Spectrum Transformation Group, I, therefore, waive and release the above reference from all claims or causes of action in law or equity, including but not limited to, defamation of character or invasion of privacy, which might arise from responding to this reference check. | |

Signature: _____ **Date:** _____

| | |
|---|--------------------------|
| Name of Reference: | Company: |
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| I authorize the above individual or company to furnish Spectrum Transformation Group with information regarding me including but not limited to my employment including my reason(s) for separation (termination). I am signing this release and waiver voluntarily and to request that you respond to Spectrum Transformation Group's request for reference inquiry with full and complete information. Since this is part of my application for employment with Spectrum Transformation Group, I, therefore, waive and release the above reference from all claims or causes of action in law or equity, including but not limited to, defamation of character or invasion of privacy, which might arise from responding to this reference check. | |

Signature: _____ **Date:** _____

Applicant's Agreement and Certifications:

1. I hereby certify that all entries on this application are true and complete, and I agree and understand that any falsification of information herein, regardless of time of discovery, may cause the end of my employment with Spectrum Transformation Group.
2. I understand that all information on this application is subject to verification and I consent to investigations of reference, former employers and educational institutions listed. I release all parties in this investigation from all liability as a result of releasing any information to Spectrum Transformation Group. I further authorize Spectrum Transformation Group to rely upon and use, as it sees fit, any information received from such contacts.
3. I acknowledge that any employment with Spectrum is "at will" and may be terminated at will for any or no reason, at any time, at the option of the agency or myself.
4. I understand that as a condition of my employment, Spectrum Transformation Group will conduct extensive background checks. Falsification of information or failure to provide information can result in disqualification or termination if discovered after hire. I understand that Spectrum Transformation Group has the right, at any time, to affect a lateral transfer on me/my position.
5. Spectrum Transformation Group is an equal opportunity employer. Our policy is to consider all applicants based on their qualifications and/or current opportunities. Applicants are considered without regard to race, color, religion, sex, national origin, disability, or marital status and any other category that may be protected under the applicable law.

My signature is evidence that I have read and agree with the above statement.

Signature: _____ **Date:** _____