

Employment Application

We are an Equal Opportunity Employer. We do not discriminate on the basis of race, religion, color, sex, age, national origin or disability.

Name and Address

Name (Last, First, MI)	
Mailing Address	
City, State, Zip Code	
Home Phone	Cell Phone

Additional Information

Have you ever applied for employment with us? <input type="checkbox"/> Yes <input type="checkbox"/> No
I certify that I am a US Citizen, permanent resident, or a foreign national with authorization to work in the United States <input type="checkbox"/> Yes <input type="checkbox"/> No
Have you ever been convicted of, or entered a plea of guilty, no contest or had a withheld judgement to a felony? <input type="checkbox"/> Yes <input type="checkbox"/> No
Have you ever been sued for an international tort (deliberate wrong doing)? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please explain: _____ _____

Education

(Schools attended or special training received)

School	To	From	Did you graduate? <input type="checkbox"/> Yes <input type="checkbox"/> No
Location		Type of degree or diploma	
School	To	From	Did you graduate? <input type="checkbox"/> Yes <input type="checkbox"/> No
Location		Type of degree or diploma	
School	To	From	Did you graduate? <input type="checkbox"/> Yes <input type="checkbox"/> No
Location		Type of degree or diploma	

Work History

Employer		Job Title		From	To
Address	Phone	Supervisor		May we contact employer? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Reason for leaving:			Describe duties:		
Employer		Job Title		From	To
Address	Phone	Supervisor		May we contact employer? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Reason for leaving:			Describe duties:		
Employer		Job Title		From	To
Address	Phone	Supervisor		May we contact employer? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Reason for leaving:			Describe duties:		

Military History

Did you serve in the US Armed Forces? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, in what Branch and when?
Describe any training received relevant to the position for which you are applying:	

Job Type

Full Time <input type="checkbox"/> Part Time <input type="checkbox"/>	Expected Pay:	Date available to work:
Will you work overtime? <input type="checkbox"/> Yes <input type="checkbox"/> No	Have you ever been bonded? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, with which employer?	Are you willing to travel? <input type="checkbox"/> Yes <input type="checkbox"/> No

Applicant's Signature

Please read and understand this statement before signing your application:

The information I have provided in this application for employment is true, correct and complete. False, incomplete or misrepresented information of any kind will be sufficient cause for my application to be rejected or, if discovered after I am employed, cause for immediate termination of my employment.

I authorize the employer to contact and obtain information about me from previous employers, educational institutions and references I provided, and any other party necessary to verify the accuracy of information I disclosed in this application, a related employment resume or a personal interview. To assist in the processing of my application, I waive all rights and claims I may otherwise have against the employer or its representatives, for seeking, and using information to evaluate my employment request and all other persons, corporations or organizations who provide information for this purpose.

This application will expire in 90 days. After that date, unless otherwise notified, I understand that my status as an applicant will end. I may re-apply for employment in the future by completing a new application.

This application is not an employment agreement. If I accept an offer of employment, I understand I may resign at any time, and the employer may terminate my employment at any time, with or without cause and without prior notice, unless required by law. I understand that no one, other than an executive officer of the employer, has authority to enter into any employment agreement with terms contrary to the foregoing and then only in writing signed by such officer.

I fully understand and accept all terms and conditions in the above statement.

Signature

Date

*Additional ways to turn in the application:

Gainesville Office:

Email: patwykoop@schernfl.com

Fax: (352) 338-1018

Mail: 2504 NW 71st Place, Gainesville, FL 32653

Jacksonville Office:

Email: patwynkoop@schernfl.com

Fax: (904) 288-0041

Mail: 2926 Edison Avenue, Jacksonville, FL 32254

E-VERIFY & RIGHT TO WORK NOTICE

This Organization Participates in E-Verify



This employer participates in E-Verify and will provide the federal government with your Form I-9 information to confirm that you are authorized to work in the U.S. If E-Verify cannot confirm that you are authorized to work, this employer is required to give you written instructions and an opportunity to contact Department of Homeland Security (DHS) or Social Security Administration (SSA) so you can begin to resolve the issue before the employer can take any action against you, including terminating your employment. Employers can only use E-Verify once you have accepted a job offer and completed the Form I-9.

E-Verify Works for Everyone

For more information on E-Verify, or if you believe that your employer has violated its E-Verify responsibilities, please contact DHS.

888-897-7781
dhs.gov/e-verify



Esta Organización Participa en E-Verify



Este empleador participa en E-Verify y proporcionará al gobierno federal la información de su Formulario I-9 para confirmar que usted está autorizado para trabajar en los EE.UU. Si E-Verify no puede confirmar que usted está autorizado para trabajar, este empleador está requerido a darle instrucciones por escrito y una oportunidad de contactar al Departamento de Seguridad Nacional (DHS) o a la Administración del Seguro Social (SSA) para que pueda empezar a resolver el problema antes de que el empleador pueda tomar cualquier acción en su contra, incluyendo la terminación de su empleo. Los empleadores sólo pueden utilizar E-Verify una vez que usted haya aceptado una oferta de trabajo y completado el Formulario I-9.

E-Verify Funciona Para Todos

Para más información sobre E-Verify, o si usted cree que su empleador ha violado sus responsabilidades de E-Verify, por favor contacte a DHS.

888-897-7781
dhs.gov/e-verify

IF YOU HAVE THE RIGHT TO WORK, Don't let anyone take it away.



THERE ARE LAWS TO PROTECT YOU FROM DISCRIMINATION IN THE WORKPLACE.

You should know that... In most cases, employers cannot deny you a job or fire you because of your national origin or citizenship status or refuse to accept your legally acceptable documents. Employers cannot reject documents because they have a future expiration date. Employers cannot terminate you because of E-Verify without giving you an opportunity to resolve the problem. In most cases, employers cannot require you to be a U.S. citizen or a lawful permanent resident.

Contact IER

For assistance in your own language
Phone: 1-800-255-7688 TTY: 1-800-237-2515
Email us: IER@usdoj.gov

Or write to:

U.S. Department of Justice – CRT
Immigrant and Employee Rights – NYA
950 Pennsylvania Ave., NW Washington, DC 20530

IF ANY OF THESE THINGS HAPPEN TO YOU, CONTACT THE IMMIGRANT AND EMPLOYEE RIGHTS SECTION (IER).

Immigrant and Employee Rights Section
U.S. Department of Justice,
Civil Rights Division

www.justice.gov/ier



DEPARTMENT OF JUSTICE
IMMIGRANT & EMPLOYEE RIGHTS SECTION
CIVIL RIGHTS DIVISION

SI USTED TIENE DERECHO A TRABAJAR, no deje que nadie se lo quite.



HAY LEYES QUE LE PROTEGEN DE LA DISCRIMINACIÓN EN EL LUGAR DE TRABAJO.

Usted debe saber que... En la mayoría de los casos, los empleadores no pueden negarle un empleo o despedirlo debido a su país de origen o estatus migratorio, o negarse a aceptar sus documentos válidos y legales. Los empleadores no pueden rechazar documentos por que tienen una fecha de vencimiento futura. Los empleadores no pueden despedirlo debido a E-Verify, sin darle una oportunidad de resolver el problema. En la mayoría de los casos, los empleadores no pueden exigir que usted sea ciudadano estadounidense o residente legal permanente.

Contacte IER

Para ayuda en su propio idioma
Teléfono: 1-800-255-7688 TTY: 1-800-237-2515
Envíanos un email: IER@usdoj.gov

O escriba a:

U.S. Department of Justice – CRT
Immigrant and Employee Rights – NYA
950 Pennsylvania Ave., NW Washington, DC 20530

SI LE SUCEDE ALGUNA DE ESTAS COSAS, COMUNÍQUESE CON LA SECCIÓN DE DERECHOS DE INMIGRANTES Y EMPLEADOS (IER).

Sección de Derechos de los Inmigrantes y Empleados
Departamento de Justicia de EE.UU.,
División de Derechos Civiles

www.justice.gov/ier



To re-order call, 1-800-745-9970 or visit, www.LaborLawCenter.com
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