

# APPLICATION FOR EMPLOYMENT

*An Equal Opportunity Employer.*  
 We consider applicants for all positions without regard to race, color, sex, sexual orientation, religion, national origin, age, marital or veteran status, the presence of non job related medical conditions or disabilities, or any other legally protected status.

Referral Source: \_\_\_\_\_

Name: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home phone: (\_\_\_\_) \_\_\_\_\_ Cellular Phone: (\_\_\_\_) \_\_\_\_\_ Other Phone: (\_\_\_\_) \_\_\_\_\_

Position(s) for which you are applying: \_\_\_\_\_ Date available: \_\_\_\_/\_\_\_\_/\_\_\_\_

Lowest acceptable wage: \$ \_\_\_\_\_ per \_\_\_\_\_

Are you legally eligible to hold employment in the United States?

No  Yes

Are you 18 years of age or older?  Yes  No  
 If No, birth date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Have you ever worked for ManagedPAY or for the company for which you are applying for work?

No  Yes

If Yes, give dates: From \_\_\_\_/\_\_\_\_/\_\_\_\_ To \_\_\_\_/\_\_\_\_/\_\_\_\_

Are you known by any other name(s)?

No  Yes

If Yes, what name(s)? \_\_\_\_\_

**Work availability:**  Full Time  Part Time  Temporary  Days  Evenings  Weekends  All  
 (Check all that apply)

**LIST HOURS AND DAYS AVAILABLE TO WORK:**

Time	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
From							
To							

**EDUCATION**

Type of School	Name	City	State	Diploma/Degree Yes or No	Major/course of Study
High School					
College					
Technical, trade, graduate or other					

List any additional or special education, training, skills, or machines operated: \_\_\_\_\_

Have you ever been convicted (found guilty) of attempting to commit, or committing any crime other than a minor traffic violation?  No  Yes  
 If Yes, list date(s): \_\_\_\_/\_\_\_\_/\_\_\_\_ For what? \_\_\_\_\_

*Please Note: A conviction record will not necessarily bar individuals from employment. You are not required to reveal records that have been judicially expunged, sealed, or eradicated.*

List three- (3) references who have worked with you, and who are well acquainted with your qualifications:

Name	Occupation	Phone
1. _____		
2. _____		
3. _____		

List all jobs and activities, which indicate your qualifications including military service, schooling, part-time employment while in school, employment and periods of unemployment for the past seven- (7) years. Attach separate sheet if necessary. Begin with most recent employer. Information is subject to verification.

If currently employed, may we contact your employer?

Yes  No

**A resume MAY NOT be submitted as a substitute to filling out this section.**

<b>COMPANY NAME</b> _____	Position/Title _____
Address _____	City _____ State _____ Zip _____
Dates Employed: From ____/____/____ To ____/____/____	
Supervisor's Name _____	Title _____ Phone (____) _____
Starting rate of pay \$ _____ per _____ Last rate of pay \$ _____ per _____	
Responsibilities: _____	
Reason for leaving: _____	
If time elapsed between positions, please explain: _____	
<b>COMPANY NAME</b> _____	Position/Title _____
Address _____	City _____ State _____ Zip _____
Dates Employed: From ____/____/____ To ____/____/____	
Supervisor's Name _____	Title _____ Phone (____) _____
Starting rate of pay \$ _____ per _____ Last rate of pay \$ _____ per _____	
Responsibilities: _____	
Reason for leaving: _____	
If time elapsed between positions, please explain: _____	
<b>COMPANY NAME</b> _____	Position/Title _____
Address _____	City _____ State _____ Zip _____
Dates Employed: From ____/____/____ To ____/____/____	
Supervisor's Name _____	Title _____ Phone (____) _____
Starting rate of pay \$ _____ per _____ Last rate of pay \$ _____ per _____	
Responsibilities: _____	
Reason for leaving: _____	
If time elapsed between positions, please explain: _____	

**Immigration Act**

I understand that, if hired, I will be required to offer examination documents proving that I am a United States Citizen or an Alien Resident currently authorized to work in the US. I also understand that my continued employment is contingent upon my proving the necessary documentation within the prescribed time frames.

**Acknowledgement** \_\_\_\_\_ **Date** \_\_\_\_\_  
Applicant's Signature

**READ CAREFULLY BEFORE SIGNING**

I hereby certify, to the best of my knowledge, that the answers given are true and complete. I also understand that an omission or falsification may disqualify me from consideration for employment or may be grounds for my immediate dismissal. I agree to conform to the rules and regulations of the company and, if employed, I understand and agree that my employment is *at-will* and that no employment contract rights have been created. I also understand and agree that my employment may be terminated at any time with or without cause and with or without advanced notice at the option of either the company or myself.

I understand that no supervisor, manager or other representative of the company has any authority to enter into any express or implied contract for employment for any specific period of time. Any agreement contrary to the above must be in writing and expressly state that it is a contract and be signed by the authorized representative of the company. I agree to a background check, physical examination, if requested, and understand that failure to meet any medical and/or health requirements for the position may prevent my employment with the company (the aforementioned administered in accordance with state and federal laws). I also understand that employment, for certain positions, will be conditional upon successful completion of a substance abuse screening test as part of the company's pre-employment policy.

**Acknowledgement** \_\_\_\_\_ **Date** \_\_\_\_\_  
Applicant's Signature