



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 on the operation of our business.

Personal 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.

Full Name	First	Middle	Last	Home Phone Number If no phone, how may we contact you?
Present Address	Street	City	State	Zip
				Business Phone Number (or Cellular Number)

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: 32-40 hrs. Part time: Less than 32 hrs. Total number of hours available per week: _____

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Start	<input type="text"/>	Start	<input type="text"/>	Start	<input type="text"/>	Start	<input type="text"/>
End	<input type="text"/>	End	<input type="text"/>	End	<input type="text"/>	End	<input type="text"/>

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.

Background Information

(Connecticut and Massachusetts Applicants: Please do not complete the section below. See attached state addendum.)

Have you ever been convicted of a crime that has not been expunged, sealed, pardoned, annulled, statutorily eradicated or dismissed upon condition of probation? You are not required to disclose sealed or expunged records of conviction or arrest, or expunged juvenile records of conviction or arrest.

California Applicants: You should answer "No Record" with respect to any conviction for a marijuana offense if the conviction occurred more than two years prior to the date this application is completed. In addition, do not provide any information regarding a referral to and participation in any pre-trial or post-trial diversion program.

Pennsylvania Applicants: You should answer "No Record" with respect to any conviction for a misdemeanor or summary offense.

Yes No Record

If you checked "Yes," please explain below. A criminal conviction will not necessarily be a bar to employment. To help us evaluate your application, please describe the nature of the crime and your subsequent rehabilitation.

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 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 just as I am free to resign at any time, 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.

Signature _____ Date _____

Applicants In The State Of New Jersey Only

As a condition of my employment, I agree to waive my right to a jury trial in any action or proceeding related to my employment with the Company. I am waiving my right to a jury trial voluntarily and knowingly, and free from coercion. I understand that I have the right to consult with a person of my choosing, including an attorney, before signing this application

Signature _____ Date _____

Applicants In The State Of Massachusetts Only

It is unlawful in Massachusetts to require or administer a lie detector test as a condition of employment. An employer who violates this law shall be subject to criminal penalties.

Signature _____ Date _____

Applicants In The State Of Maryland Only

UNDER MARYLAND LAW, AN EMPLOYER MAY NOT REQUIRE OR DEMAND, AS A CONDITION OF EMPLOYMENT, PROSPECTIVE EMPLOYMENT, OR CONTINUED EMPLOYMENT, THAT AN INDIVIDUAL SUBMIT TO OR TAKE A LIE DETECTOR OR SIMILAR TEST. AN EMPLOYER WHO VIOLATED THIS LAW IS GUILTY OF A MISDEANOR AND SUBJECT TO A FINE NOT EXCEEDING \$100.

Signature _____ Date _____

STATE ADDENDUM
CONNECTICUT APPLICANTS

1. Have you ever been convicted of a crime? (A conviction will not necessarily be a bar to employment.)

Yes _____ No _____

If you answered "yes," please describe the nature of the offense, the date of the convictions and the nature of any rehabilitation.

[Connecticut law requires that the following notice appear in the employment application.]

Note: You are not required to disclose the existence of any arrest, criminal charge or conviction, the records of which have been erased Connecticut General Statutes Sections 46b-146, 54-76o or 54-142a. Criminal records subject to erasure pursuant to Connecticut General Statutes Sections 46b-146, 54-76o or 54-142a are records related to (a) determinations of "delinquency" or that, as a child, you were a member of a family with service needs, (b) a ruling you are a "youthful offender", (c) a finding you are not guilty for a criminal charge, or (d) a conviction for which you have received an "absolute pardon". Any person whose criminal records have been erased pursuant to Connecticut General Statutes Sections 46b-146, 54-76o or 54-142a shall be deemed to never have been arrested within the meaning of the general statutes with respect to the proceedings so erased and may so swear under oath.

Signature

Printed Name

Date

STATE ADDENDUM

MASSACHUSETTS APPLICANTS

Note: An applicant for employment with a sealed record on file with the commissioner of probation may answer “no record” with respect to an inquiry herein relative to prior arrests, criminal court appearances or convictions. An applicant for employment with a sealed record on file with the commissioner of probation may answer “no record” to an inquiry herein relative to prior arrests or criminal court appearances. In addition, any applicant for employment may answer “no record” with respect to any inquiry relative to prior arrests, court appearances and adjudications in all cases of delinquency or as a child in need of services which did not result in a complaint transferred to the superior court for criminal prosecution.

1. Have you ever been convicted of a felony?

Yes _____ No Record _____

2. Have you been convicted of a misdemeanor within the past five years or have you completed a period of incarceration within the past five years for any misdemeanor (other than a first conviction for any of the following misdemeanors: drunkenness, simple assault, speeding, minor traffic violations, affray, or disturbance of the peace)?

Yes _____ No Record _____

3. If the answer to the above question is “yes,” please state whether you were convicted more than five years ago for any offense (other than a first conviction for any of the following misdemeanors: drunkenness, simple assault, speeding, minor traffic violations, affray, or disturbance of the peace):

Yes _____ No Record _____

A criminal conviction will not necessarily be a bar to employment. To help us evaluate your application, please describe any criminal conviction(s) for which you answered “yes”, above, listing the nature of your offense and your rehabilitation since the conviction(s):

Signature

Date

Printed Name

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