

SERVE, INC. APPLICATION FOR EMPLOYMENT

Serve, Inc. is an equal opportunity employer. We are committed to our policy of providing equal employment opportunity to employees and job applicants in a manner consistent with applicable laws and regulations, including federal laws prohibiting employment discrimination on the basis of race, color, creed, national origin, sex, age, disability, or genetic information.

Position Applied for: _____

How did you learn about us: Advertisement Friend Relative Walk-In

Name: _____ Date: _____

Address: _____

City: _____ State: _____ Zip: _____ Phone: _____

APPLICANT QUESTIONS:

Type of worked desired: Full-Time Part-Time Temporary Date Available: _____

If hired, can you provide documents required to establish your eligibility to work in the U.S.? Yes No

Are you 18 years of age or older? Yes No

Since reaching age 18, have you been convicted of a crime, including felonies and misdemeanors but excluding summary offenses such as speeding tickets, which have not been annulled, expunged, or sealed by a court? Yes No
If YES, please describe in detail including date(s), location(s), and the nature of the offense(s)*

EDUCATION:

High School or last grade completed:

Name & Address of School: _____

Course of Study: _____ Number of years completed: _____

Degree/Diploma: _____

College or Technical School

Name & Address of School: _____

Course of Study: _____ Number of years completed: _____

Degree/Diploma: _____

Other Schooling or Training

Name & Address of School: _____

Course of Study: _____ Number of years completed: _____

Degree/Diploma: _____

ADDITIONAL INFORMATION:

State any additional information you feel may be helpful to us in considering your application. Summarize special job-related skills and qualifications from employment or other experience.

*A conviction record will not automatically result in your disqualification for employment; felony and misdemeanor convictions will be considered only to the extent they relate to the job for which you applied. However, failure to disclose a conviction and/or mischaracterization of a conviction automatically will result in your ineligibility for employment and/or termination of employment (even if the conviction would not have barred your employment had it been properly disclosed).

RECORD OF EMPLOYMENT:

List positions starting with most recent:

Employer: _____ Telephone: _____

Address: _____

Position Title: _____ Supervisor: _____

Start Date: _____ Date Left: _____ Beginning Salary: _____ Ending Salary: _____

Duties: _____

Reason for Leaving: _____

Employer: _____ Telephone: _____

Address: _____

Position Title: _____ Supervisor: _____

Start Date: _____ Date Left: _____ Beginning Salary: _____ Ending Salary: _____

Duties: _____

Reason for Leaving: _____

Employer: _____ Telephone: _____

Address: _____

Position Title: _____ Supervisor: _____

Start Date: _____ Date Left: _____ Beginning Salary: _____ Ending Salary: _____

Duties: _____

Reason for Leaving: _____

WORK-RELATED REFERENCES: (Do not include relatives)

Name	Occupation	Contact Information
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____

STATEMENT (Please read this statement carefully before signing this application):

I understand that employment with Serve, Inc. is at-will, meaning that I or Serve, Inc. may terminate my employment at any time, or for any reason consistent with applicable state or federal law.

I authorize Serve, Inc. to conduct a thorough background investigation of my work and personal history, and verify all data given on this application and during interviews. I hereby release the Serve, Inc., and its representatives or agents, from any liability that might result from such an investigation. I authorize all individuals, schools, and firms named to provide any requested information and release them from all liability for providing the requested information.

I understand that Serve, Inc. requires the successful completion of a drug and/or alcohol test as a condition of employment.

I understand this application will be active for a period of 90 days; after that time, if I wish to be considered for employment, I must submit a new application. I certify that all the statements in this completed application are true and understand that any falsification or willful omission shall be sufficient cause for dismissal or refusal to hire.

Signature of Applicant: _____ Date Signed: _____