



Our company (animERge) fully subscribes to the principles of Equal Employment Opportunity. It is our policy to provide employment, compensation and other benefits related to employment based on qualifications, without regard to race, color, religion, national origin, age, sex, veteran status, genetic information, disability, or any other basis prohibit by federal, state or local law. In accordance with requirements of the Americans with Disabilities Act and applicable state laws, it is our policy to provide reasonable accommodation upon request during the application process to eligible applicants in order that they may be given a full and fair opportunity to be considered for employment. As an Equal Opportunity Employer, we intend to comply fully with applicable federal and State employment laws and the information requested on this application will only be used for purposes consistent with those laws. To the extent required by applicable law. The Company maintains a smoke-free workplace.

POSITION APPLIED FOR:

DATE:

Personal Data

Salary expectations:

Name:

Last

Middle

First

Street Address:

City:

State:

Zip Code:

Telephone:

If you are under 18 years of age, please specify your age: (This information will be used only for child labor law purposes).

Are there any days, shifts or hours you will not work? **Yes No**

If yes, please explain:

Will you work overtime, if required? **Yes No**

When will you be able to start work?

Have you ever been found at fault in a civil action for an intentional tort (intentional commission of a wrongful act)?
Yes No

Note: Answering “yes” does not automatically exclude you from further consideration for the position..
 If yes, include nature of the intentional tort and the disposition of the action:

How did you you learn of animERge?

If referral, who were you refered by?

Have you ever applied or worked for animERge before? **Yes No**

If yes, provide dates:

Are you legally authorized to work in the United States? **Yes No**

Will you now or in the future require sponsorship for employment visa status (e.g., H-1B visa status)? **Yes No**

Note: The Federal Immigration and Reform and Control Act of 1986 requires that a DHS Employment Eligibility Verification “Form I-9” be completed for every new hire and that within 3 business days of beginning work every new hire must present to the employer documentation establishing his/her identity and authorization to work. This federal requirement must be satisfied as a condition of employment.

EDUCATION

Describe any education degrees,skills, training or experience you believe are relevant to the job applied for:

	Name, City, and State of Educational Institution	Graduated		If no, Degree Credits earned	Type of Degree Received or Expected	Major	Minor	Grade Point/ Overall GPA
		Yes	No					
High School								
College/ University								
Technical/GED								
Licenses/ Certification/ Other								

DRIVING RECORD

Answer only if driving is a requirement of the job for which you are applying).

Do you have a valid driver’s license? **Yes No** State: License No:

EMPLOYMENT HISTORY:

Please complete for a full-time or part-time employment beginning with the most recent employer. You may include as part of your employment history any verified work on a volunteer basis. All applicants should start with their most recent job, include active military assignments and voluntary employment and provide ten (10) years of history. A separate sheet may be attached.) You must explain any gaps in your employment history.

Company Name: Telephone

Address:

Name of Supervisor: May we contact: Yes No

Dates Employed: From: To: Rate of Pay: Start: Last:

State job title and describe job duties:

Reason for leaving:

Company Name: Telephone

Address:

Name of Supervisor: May we contact: Yes No

Dates Employed: From: To: Rate of Pay: Start: Last:

State job title and describe job duties:

Reason for leaving:

Company Name: Telephone

Address:

Name of Supervisor: May we contact: Yes No

Dates Employed: From: To: Rate of Pay: Start: Last:

State job title and describe job duties:

Reason for leaving:

Company Name: Telephone

Address:

Name of Supervisor: May we contact: Yes No

Dates Employed: From: To: Rate of Pay: Start: Last:

State job title and describe job duties:

Reason for leaving:

Company Name:

Telephone

Address:

Name of Supervisor:

May we contact: Yes No

Dates Employed: From:

To:

Rate of Pay: Start:

Last:

State job title and describe job duties:

Reason for leaving:

Please explain any gaps in your employment history:

Have you ever been discharged or forced to resign? Yes No

If yes, explain:

Did you receive any discipline in your last 12 months of active employment with your previous employer?

Yes No If yes, please explain:

Were you given a performance evaluation within the last 12 months of active employment? Yes No

If yes, what was the range of scores used and what was your score?

REFERENCES (Please list three persons not related to you who know your qualifications.)

Name	Address	Phone	Relationship

MILITARY (Complete only if you served in the military.)

Branch of Service:

Number of Years/Months of Service:

Rank at Discharge

Date of Discharge:

Describe any military skills, training, or experience you believe would be relevant to the job you applied for:

APPLICANT'S ACKNOWLEDGEMENT

I certify that the answers given herein are true and complete to the best of my knowledge. I understand that any misrepresentations, omissions of facts or incomplete answers in any application document may disqualify me from further consideration for employment. I further understand that, if employed, any misrepresentations or omissions of facts in any application document may be cause for dismissal at any time without prior notice.

I consent to and authorize animERge and ADP Total Source® to contact my former employers, references, and any and all other persons and organizations for information bearing upon my qualifications for employment. I further authorize the listed employers, schools and personal references to give animERge or ADP TotalSource (without further notice to me)any and all information about my previous employment and education, along with any other pertinent information they may have and hereby waive any actions which I may have again either party(ies) for providing a good faith reference.

I EXPRESSLY AGREE AND UNDERSTAND THAT, IF EMPLOYED, MY EMPLOYMENT IS NOT FOR A SPECIFIC TERM, IS BASED ON MUTUAL CONSENT AND MAY BE TERMINATED BY ME OR ANIMERGE OR ADP TOTALSOURCE WITH OR WITHOUT NOTICE OR CAUSE AT ANY TIME. I FURTHER UNDERSTAND THAT NO ORAL PROMISE, EMPLOYER POLICY, CUSTOM, BUSINESS PRACTICE OR OTHER PROCEDURE (INCLUDING THE BASIC EMPLOYMENT POLICIES, PERSONNEL HANDBOOK OR ANY PERSONNEL MANUALS) CONSTITUTES AN EMPLOYMENT CONTRACT OR MODIFICATION OF THE AT-WILL EMPLOYMENT RELATIONSHIP BETWEEN ME AND ANIMERGE OR ADP TOTALSOURCE. I ALSO UNDERSTAND THAT THIS ASPECT OF MY EMPLOYMENT WITH ANIMERGE MAY ONLY BE ALTERED WITH A WRITTEN AUTHORIZATION SIGNED BY THE DIRECTOR OF ANIMERGE, AND THAT MY AT-WILL STATUS WITHADP TOTAL SOURCE MAY NOT BE ALTERED.

I understand that applicants for certain positions may be required to qualify for employment based on additional employment criteria. For example, I may be required to take job-related tests; take a driver's examination; submit to a background investigation or take a pre-employment drug test. If I am offered employment or start work before any required test is completed, my employment is contingent on a satisfactory result on all required tests. I authorized animERge and ADP to release the results of background checks (if any) and my pre-employment drug/alcohol test (if any), any information on this application and any relevant information about me to each other and to other ADP TotalSource client for whom I have applied for employment, and release animERge, ADP TotalSource and its clients from any and all claims related to the lawful release of this information. I further authorize the release of any background check results and of any drug/alcohol test to any state or federal authority requesting such information and in response to a valid subpoena or other legal document.

Signature:

Date: