

PAYROLL AND BENEFITS ADMINISTRATOR INCORPORATED

APPLICATION FOR EMPLOYMENT

Payroll and Benefits Administrator Inc. is an equal opportunity employer and abides by local, state, and federal laws and does not discriminate with regard to any aspect of employment, including recruitment, hiring, job placement, promotion, transfer, training, compensation, benefits, disciplinary action, and termination of employment. All employment decisions are made based on an individual's qualifications and other job-related criteria, without regard to race, color, religious creed, ancestry, age, sex, national origin, non-job-related handicap or disability, or the use of a guide or support animal because of the blindness, deafness or physical handicap of an individual.

PERSONAL INFORMATION:

Name _____ Social Security No. _____
Last First Middle

Address _____
Street City State Zip

(Home) Phone Number _____ (Business) Phone Number _____

(Mobile/Beeper/Other) Phone Number: _____

E-Mail Address: _____

Are you legally eligible for employment in this County? ____ Yes ____ No

If no, give alien registration number _____

Have you ever been convicted of a felony or misdemeanor other than a parking or minor traffic violation? ____ Yes ____ No

(Answering "yes" to this question does not constitute an automatic bar to employment. Factors such as the date of the offense, seriousness and nature of the violation, rehabilitation, and position applied for will be taken into consideration.)

If yes, please explain _____

List names of relatives employed by us: _____

Have you ever been employed here before? ____ Yes ____ No

If yes, give dates and positions: _____

Were you referred to us? ____ Yes ____ No

If yes, by whom? _____

Are you able to meet the attendance requirements of the position? ____ Yes ____ No

EMPLOYMENT DESIRED:

Position: _____ Date you can start: _____ Salary Desired: _____

Are you employed now? _____ If so may we inquire of your present employer? _____

MILITARY SERVICE:

Have you ever served in the U.S. Armed Services? ____ Yes ____ No

Branch of Service: _____ Rank _____

Special Training: _____

EDUCATION:

School	Name and Address of School	Course of Study	Number of Years Attended	Did you Graduate?	Diploma or Degree
High School				Yes _____ No _____	
College/ University				Yes _____ No _____	
Business/ Trade				Yes _____ No _____	

Subjects of Special Study or Research Work:

Activities Other Than Religious (Civic, Athletic, etc.):

(Exclude organization, the name or character of which indicates the race, creed, color, or national origin of its members.)

EMPLOYMENT RECORD: *(Begin with most recent employment)*_____
Employer Name and Address

Job Title/Responsibilities

Dates: From _____ To _____ Phone No. _____

Supervisor's Name/Title: _____

Reason for Leaving: _____

Beginning/Ending Wage: _____

Employer Name and Address

Job Title/Responsibilities

Dates: From _____ To _____ Phone No. _____

Supervisor's Name/Title: _____

Reason for Leaving: _____

Beginning/Ending Wage: _____

Employer Name and Address

Job Title/Responsibilities

Dates: From _____ To _____ Phone No. _____

Supervisor's Name/Title: _____

Reason for Leaving: _____

Beginning/Ending Wage: _____



PROFESSIONAL REFERENCES: Give Below the Names of Three Persons Not Related to You, Whom You have Known At Least One Year:

Name	Address	Business	Years Acquainted
1.			
2.			
3.			

In case of emergency notify:

Name: _____

Address: _____

Phone: _____

Relationship: _____

APPLICANT STATEMENT

PLEASE READ BEFORE SIGNING. IF YOU HAVE ANY QUESTIONS, PLEASE ASK.

I understand that this application is not an offer of employment and that by accepting my application the employer does not guarantee that I will be offered a job. I also understand that if I am offered and accept a job, the employer reserves and retains the right to make such changes in the terms and conditions of my employment as the employer determines to be necessary or appropriate.

I certify that all information I have provided in order to apply for and secure work with the employer is true, complete and correct.

I understand that any information provided by me that is found to be false, incomplete or misrepresented in any respect, will be sufficient cause to (i) cancel further consideration of this application, or (ii) immediately discharge me from the employer's service, whenever it is discovered.

I expressly authorize, without reservation, the employer, its representatives, employees or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, resume or job interview. I hereby expressly authorize any persons, current and previous employers, public agencies, licensing authorities, educational institutions, and any other organizations named in this Application to provide the employer with any and all information concerning my previous employment, qualifications, and pertinent information that they may have, personal or otherwise. I hereby waive any and all rights and claims I may have regarding the employer, its agents, employees or representatives, for seeking, gathering and using such information in the employment process and all other persons, corporations or organizations for furnishing such

information about me.

I understand that the employer does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or excusing any applicant from consideration for employment on a basis prohibited by applicable local, state or federal law.

If I am hired, I understand that I am free to resign at any time, with or without cause and without prior notice, and the employer reserves the same right to terminate my employment at any time, with or without cause and without prior notice, except as may be required by law. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that no supervisor or representative of the employer is authorized to make any assurances to the contrary and that no implied, oral or written agreements contrary to the foregoing express language are valid unless they are in writing and signed by the employer's president. I further acknowledge that no contrary statements, representations, or promises have been made to me regarding the at-will nature of employment with the employer, and I am aware that employer documents such as employee handbooks, personnel policies, and the like, do not constitute contracts of employment between the employer and me.

DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE APPLICANT STATEMENT.

I CERTIFY THAT I HAVE READ, FULLY UNDERSTAND, AND ACCEPT ALL TERMS OF THE FOREGOING APPLICANT STATEMENT.

Dated: _____

Signature of Applicant