

EMPLOYMENT DATA

Company	Dates of Employment/Salary History	Title and Duties
Name _____ Address _____ _____ City _____ State _____ Zip _____ Type of Business _____	From _____ To _____ mo/yr \$ _____ per _____ Reason for leaving _____ _____ _____ _____	Title _____ Duties _____ Supervisor _____ Phone _____

Name _____ Address _____ _____ City _____ State _____ Zip _____ Type of Business _____	From _____ To _____ mo/yr \$ _____ per _____ Reason for leaving _____ _____ _____ _____	Title _____ Duties _____ Supervisor _____ Phone _____

Name _____ Address _____ _____ City _____ State _____ Zip _____ Type of Business _____	From _____ To _____ mo/yr \$ _____ per _____ Reason for leaving _____ _____ _____ _____	Title _____ Duties _____ Supervisor _____ Phone _____

Name _____ Address _____ _____ City _____ State _____ Zip _____ Type of Business _____	From _____ To _____ mo/yr \$ _____ per _____ Reason for leaving _____ _____ _____ _____	Title _____ Duties _____ Supervisor _____ Phone _____

Explain gaps in employment history: _____

REFERENCES

List the name and phone number of three work references who are not related to you. At least two should be former supervisors. If you have not had two supervisors, list school or personal references who are not related to you.

Name	Relationship to You	Title & Company	Telephone	# of Years Known

ADDITIONAL EMPLOYMENT HISTORY INFORMATION

1. May we contact your present Employer? Yes___ No___
 Previous Employers? Yes___ No___
 Please indicate reasons for not contacting them:

2. In order to permit a check of your work and education records, have you ever been known by another name? (An affirmative response will not automatically disqualify you from being considered for employment). Yes___No___ If “yes”, identify name(s) and relevant dates.

3. Have you ever been dismissed or forced to resign from any employment? (An affirmative response will not automatically disqualify you from being considered for employment). Yes___No___ If “yes” please explains.

4. If employment is offered, can you produce verification of your legal right to employment in the USA? (Birth Certificate, SS Card, or Certificate of US Citizenship?) Yes ___ No ___

5. If under the age of 18, please give Date of Birth: _____

6. Please review the Job Description for the position you seek. Are you able, with or without accommodation, to perform essential responsibilities and duties described for the position? Yes ___ No ___

(A negative response will not automatically disqualify you being considered for employment). If accommodation is needed, you are invited, but not required, to help us comply with our obligations under the Americans With Disabilities Act by describing what you think should be done to accommodate you.

7. Have you ever been convicted by Federal, State, or other Law-Enforcement authorities for any violation of any Federal Law, Military Law, State Law, Regulation, or Ordinance?
Yes _____ No _____
(An affirmative response will not automatically disqualify you from being considered for employment.) If “yes”, please explain below.

OTHER SPECIAL SKILLS

Describe any other special job-related skills or qualifications (e.g., Military experience, Professional Associations, etc.), you feel would be valuable to the position for which you are applying.

I hereby certify that the facts set forth in the above employment application are true and complete to the best of my knowledge and authorize Horizon Consulting Incorporated to verify their accuracy and to obtain reference information on my work performance. I hereby release Horizon Consulting Incorporated from any and all liability of whatever kind and nature which, at any time, could result from obtaining and having an employment decision based on such information.

I understand that, if employed, falsified statements of any kind or omissions of facts called for on this application shall be considered sufficient basis for dismissal.

I understand that should an employment offer be extended to me and accepted that I will fully adhere to policies, rules and regulations of employment of Horizon Consulting Incorporated. However, I further understand that neither the policies, rules, nor regulations of employment or anything said during the interview process shall be deemed to constitute the terms of an implied employment contract. I understand that any employment offered is for an indefinite duration and at will and that either I or Horizon Consulting Incorporated may terminate my employment at any time with or without notice or cause.

Signature of Applicant

Date

NOTE: This application will be retained for active consideration for employment for one month. Applications will only be considered for employment after that date by contacting the Human Resources office and indicating a continuous interest in employment. After three months, it will be necessary that the applicant submit an updated application to be considered for employment.