



Application for Employment

Qualified applicants receive equal consideration. No question is asked for the purpose of excluding any applicant due to race, creed, color, religion, national origin, age, sex, veteran status, disability, marital status, sexual orientation or handicap, or any other basis prohibited by Federal or State law. We are an Equal Opportunity Employer and intend to fully comply with all Federal and State laws. The information requested on this application will not be used for any purpose prohibited by law.

PLEASE PRINT CLEARLY

Date _____

Name _____ Soc. Sec. # _____
 Last First Middle initial

Address _____
 No. Street City State Zip

Home Phone () Business Phone ()

Position applying for _____ Location _____ Full-Time Part-time

If part-time, list the hours you are available? _____ Date available to start _____ Pay expected _____

How did you hear about this job opening? _____

Have you applied for employment with us before? Yes No When? _____

Were you previously employed with us? Yes No When? _____ Title _____

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

(Note: You will be required to furnish documents to verify your eligibility for employment in accordance with the Immigration Reform and Control Act and your employment is contingent upon furnishing such documents.)

Are you at least 18 years old? Yes No

Have you ever been convicted of a crime (felony or misdemeanor)? Yes No

(Note: A conviction does not automatically bar you from employment and can only be used as it relates to the job in question.)

Education History

	Name/location of school	Years completed	Did you graduate?	Course of study	Degree
High School					
College					
Business/trade					

List any awards, honors, scholarships you received _____

List any machines, equipment, computer programs you are experienced in using _____

Typing speed, if applicable _____ wpm Shorthand, if applicable _____ wpm

Employment History (Please list present or most recent employer first.)

Company Name _____ Title _____

Address _____ Telephone _____

Employed from _____ to _____ Starting Wage _____ Ending/Present Wage _____

Supervisor _____

Responsibilities _____

Reason for Leaving _____

May we contact this employer? Yes ___ No ___

Company Name _____ Title _____

Address _____ Telephone _____

Employed from _____ to _____ Starting Wage _____ Ending/Present Wage _____

Supervisor _____

Responsibilities _____

Reason for Leaving _____

May we contact this employer? Yes ___ No ___

Company Name _____ Title _____

Address _____ Telephone _____

Employed from _____ to _____ Starting Wage _____ Ending/Present Wage _____

Supervisor _____

Responsibilities _____

Reason for Leaving _____

May we contact this employer? Yes ___ No ___

"I HEREBY CERTIFY that the answers given by me to the above questions and statements are true and correct without consequential omissions of any kind and hereby authorize you to contact references, past or present employees, and any other sources of information which may be relevant to all liability for any damage whatsoever for issuing same. It is understood and agreed that any misrepresentation by me in this Application will be sufficient reason for dismissal at any time during my employment, without liability to Digital Doc. If employed, I agree to abide by all of the work and safety rules of Digital Doc. I further understand that no representative of Digital Doc has the authority to enter into any agreement for employment for any specified period of time and that Digital Doc is not guaranteeing employment for anyone. No employment contract is created by virtue of your being hired by Digital Doc."

Applicant's signature

date

¹ This Franchise location is independently owned and operated.

Background Check Authorization and Release

I hereby authorize and request any present or former employer, credit agency, financial institution, educational institution, law enforcement agency, city, state, county and federal court and agency, military service or other persons having personal knowledge about me, to furnish bearer with any and all information in their possession regarding me, including, but not limited to, information about employment, education, consumer credit history, driving record, criminal record and general public records history in connection with an application for employment. I am willing to allow that a photocopy of this authorization to be accepted with the same authority as the original, and I specifically waive any written notice from any and all persons, agencies, and corporations who may provide information based upon this authorized request.

I voluntarily and knowingly, fully release and discharge, absolve, indemnify and hold harmless such present or former employer, credit agency, financial institution, educational institution, law enforcement agency, city, state, county and federal court and agency, military service or other person having personal knowledge about me from any and all claims, liability, demands, causes of action, damages, or costs, including attorney's fees, present or future, whether known or unknown, anticipated or unanticipated, arising from or incident to the disclosure or release except for the malicious and willful disclosure of derogatory facts concerning my employment made for the express purpose of preventing me from obtaining employment which the officer, employee or agent disclosing such facts knows are untrue.

Candidate's signature

Date

Please print your name

For reference checking purposes only, please complete the following information:

Is any additional information necessary regarding change of name, use of assumed name, or nickname to check on your employment and/or school records?

Please list name(s):

Previous addresses within past 7 years:

Driver's License Number: _____ State: _____

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Reference List

Please list at least three references who are unrelated to you. While character references are accepted, at least two (2) references must be professional, or work-related references.

Reference #1

Name _____ Company _____

Title _____ Relationship _____

Work phone _____ Home phone _____

Reference #2

Name _____ Company _____

Title _____ Relationship _____

Work phone _____ Home phone _____

Reference #3

Name _____ Company _____

Title _____ Relationship _____

Work phone _____ Home phone _____

Reference #4

Name _____ Company _____

Title _____ Relationship _____

Work phone _____ Home phone _____

Please Note: All applications and resumes are kept on file for 6 months.

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