



You Connect the World. We Make it Easy.®

APPLICATION FOR EMPLOYMENT

IMPORTANT NOTICE: This is a very significant document. You should use care as you complete it. Answer each item accurately and completely. Failure to do so may result in you not being considered for a position. In addition, if inaccurate or omitted information is discovered after your employment has begun, your employment may be terminated.

Today's Date: _____ **PRINT** your full name: _____

Social security number: _____

If you have ever used a name other than your current name for work or education purposes, list all previous names you have used: _____

(Note: This information is necessary for verification of your prior work and education history)

Present Address:

Street, Apt. # City State Zip

Home phone: _____

Are you at least 18 years old? _____ Are you either a United States citizen or an alien authorized to work in the United States? _____

Position desired: _____ Date you can start: _____

Salary required: _____ Are you available to work full time? _____

Are you employed now? _____ May we inquire of your present employer? _____

Have you ever applied to, or worked for Talley Inc. before? Yes or No

If so, Where? _____ When? _____

EDUCATION: Circle highest grade completed 8 9 10 11 12 13 14 15 16 16 +

Did you graduate high school? _____ Did you graduate college? _____

List degrees earned _____

Schools attended _____

EMPLOYMENT HISTORY: List current/former employers, most recent first.

Employer Name & Address		Start Date	End Date	Start Salary	End Salary
Start Job Title	End Job Title	Description of Last Job Duties			
Supervisor's Name	OK to Contact?	Exact Reason for Leaving			

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HISTORY OF UNEMPLOYMENT:

Please list any periods of more than one month since you left school or during the last ten years during which you were not employed.

PERFORMANCE OF JOB RELATED FUNCTIONS:

Are you able to perform the functions of the job for which you are applying with or without accommodation? Yes or No _____.

Do you take any illegal drugs? Yes or No _____.

If yes, describe fully: _____

Do you use alcohol? Yes or No _____ If yes, do you drink to the extent that you would be prevented from performing the essential functions of the job for which you are applying with or without a reasonable accommodation? Yes or No _____ If yes, describe fully your use of alcohol: _____

If requested, are you available to work (check as many that would apply):

____ weekends ____ evenings ____ days ____ overtime

CRIMINAL MATTERS:

Have you ever been convicted of (or pleaded guilty or nolo contendere to) a crime? Do not identify convictions (or guilty or nolo contendere pleas) for which the criminal record has been expunged, sealed or eradicated by the court, or misdemeanor convictions for which any probation has been completed and the case dismissed by the court.

Yes or No _____, Number of times _____.

Did any convictions or pleas result in your imprisonment?

Yes or No _____, Number of times _____.

Explain each conviction (or guilty or nolo contendere plea) fully. (A conviction or a plea will not necessarily disqualify an applicant.)

CRIMINAL MATTERS: (cont.)

Have you ever committed a crime? Yes or No _____, Number of times _____

If yes, explain fully: (Omission of a crime will not necessarily disqualify an applicant.)

Are you currently charged with an unresolved criminal charge which has not yet resulted in a plea, a trial, or a dropping of the charge, or for which you are out on bail or on your own recognizance pending trial? Yes or No _____. (A charge will not necessarily disqualify an applicant.)

If yes, explain fully: _____

SERVICE RECORD:

Branch of military service: _____. Enter date: _____, Discharge date: _____

REFERENCES:

Please provide the names of three individuals you have known for more than one year who are not related to you.

<u>NAME</u>	<u>ADDRESS</u>	<u>PHONE</u>
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Talley Inc. is an Equal Opportunity Employer. It is the policy of Talley Inc. from recruitment through employment and promotion and in any decision regarding termination of employment, to provide an equal opportunity to each employee at all times without regard to race, color, religion, sex, age, national origin, marital status, sexual orientation, political belief, physical disability or history of mental disorders (except where physical or mental abilities are a bona fide occupational requirement).

AUTHORIZATION - IMPORTANT

PLEASE READ CAREFULLY AND INITIAL EACH PARAGRAPH BEFORE SIGNING

I declare under penalty of perjury that the facts contained in this application or any resume or other documentation submitted by me are true and complete to the best of my knowledge. I understand that any false information or significant omissions will disqualify me from further consideration for employment, and will be justification for my dismissal from employment if discovered at a later date. _____ Initials

I agree to immediately notify the company if I should be convicted of any crime while my job application is pending or during my period of employment, if hired. _____ Initials

I authorize the investigation of all statements contained in this application and any accompanying documentation provided by me and further authorize any person, employer (except as expressly noted to the contrary), and organization identified in this application form to provide the company with records, information and opinion that may be useful in making a hiring decision. I release all informants from all liability for any damage that may result from furnishing information and opinion to you provided that such information and opinion is truthful or made in good faith. _____

Initials

I give permission for a pre-employment drug/alcohol-screening exam and, if the company makes a conditional job offer, I give permission for a complete employment physical examination. I also consent to the appropriate release of any and all medical information, as may be deemed necessary. _____ Initials

I understand that, if hired, I may not hold other employment, nor engage in other activities, that create a conflict of interest with my position with the company. _____ Initials

If I become employed, in consideration of my employment, I agree to comply with the rules, regulations, policies and procedures of the company. _____ Initials

If I become employed, in consideration of my employment, I agree that my employment will be at-will, and may be terminated with or without cause, and with or without notice, at any time at the option of myself or the company. Only Board of Directors of Talley Inc. have the authority to enter into an employment agreement for a specified period of time or for termination only for cause, and any such agreement must be in writing. I understand and acknowledge that this constitutes the entire agreement between me and the company regarding the term of my employment and supersedes any other oral or written agreement. _____ Initials

If offered employment, I understand that a condition of employment is to agree to the Company's problem resolution procedure which includes an agreement to arbitrate as a final and binding step, and I agree the process of my becoming employed will not be complete until I have signed all employment documents. _____ Initials

Signature: _____ **Date:** _____

VOLUNTARY SELF-IDENTIFICATION INFORMATION

Name: (Please Print) _____

Date: _____

Position Applying For: _____

Referred By: _____

PLEASE READ ALL INSTRUCTIONS CAREFULLY BEFORE COMPLETING THIS FORM

Talley Inc. is subject to certain non-discrimination and affirmative action record keeping and reporting requirements, which require that we invite applicants to voluntarily self-identify their race/ethnicity. Submission of this information is voluntary and refusal to provide it will not subject you to any adverse treatment. The information obtained will be kept confidential and may only be used in accordance with the provisions of applicable federal laws, executive orders, and regulations. Submission of this information by you is voluntary. This information will not be used in any way for employment related decisions.

APPLICANTS IDENTIFYING THEIR GENDER AND RACE/ETHNICITY

GENDER CLASSIFICATION

_____ Male _____ Female

RACE/ETHNICITY CLASSIFICATION (AS DEFINED BY EEOC)

_____ **Asian** - (A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.)

_____ **Black or African American** - (A person having origins in any of the Black racial groups of Africa)

_____ **Hispanic or Latino** **White** - (A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, and of the white race)

_____ **Hispanic** **Non-White** - (A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, and of any race other than white)

_____ **American Indian or Alaskan Native** - (A person having origins in any of the original peoples of North America and South America, including Central America, and who maintains tribal affiliation of community attachment.)

_____ **White** - (A person having origins in any of the original peoples of Europe, North Africa, or the Middle East.)

_____ I choose not to self-identify

SIGNATURE: _____ DATE _____