



APPLICATION FOR EMPLOYMENT

Passages, Inc. is an equal opportunity employer. Applicants are considered for employment without regard to race, color, religion, sex, age, disability, national origin, or any other basis prohibited by law, unless such basis constitutes a bona fide occupational qualification. Passages, Inc. will comply with its legal obligation to provide reasonable accommodation to qualified individuals with disabilities.

Date of Application _____

PLEASE PRINT

Last Name _____ First _____ Middle _____

Address _____ City _____ State _____ Zip _____

Telephone (_____) _____ Email _____

If you have resided at your present address less than three years, list your prior address:

Address _____

Position(s) Desired _____ Salary Expected _____

Are you available to work Full Time Part Time Temporary

Indicate shift you are available On-Call 1st Shift 2nd Shift 3rd Shift

List days you are not available to work _____

On what date would you be available for work? _____

Are you on a layoff and subject to recall at another employer? Yes No

Have you filed an application here before? Yes No If yes, give date(s) _____

Have you ever been employed here before? Yes No If yes, give date(s) _____

Do you have any relatives or friends that are employed here? Yes No

If yes, please list them by name and relationship: _____

Why did you apply for a position at Passages, Inc.? _____

Why do you think you would make a valuable employee of Passages, Inc.? _____

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

Are you 18 years or older? Yes No

- Have you been convicted of or pled guilty to a felony or misdemeanor, other than a minor traffic-related infraction, that has not been expunged by a court? (A conviction or plea will not necessarily disqualify you from consideration for employment. The effect of a conviction will be assessed with respect to time, circumstances, seriousness of the offense, and job responsibilities and duties.) However, your failure to list a conviction, that has not been expunged by a court, will disqualify you from consideration for employment or will result in termination of employment if subsequently discovered. Yes ___ No ___

If yes, state the nature of the conviction or plea, the date, and explain: _____

For purposes of verifying past employment and schools attended, please list any other names you have used:

EDUCATION

Type of School	Name of School City, State	# of Yrs Completed	Graduate?		Course Pursued/Degrees Granted
			Yes	No	
High School					
College or University					
Business, Trade, Technical, or Correspondence School or College					

List any special job-related skills, software, and qualifications acquired from education, employment, volunteer work or military services; _____

List any specific skills or office machines, tools, machinery or other equipment that you are trained on and can operate that will be helpful in performing the responsibilities of the position(s) for which you are applying:

PERSONAL/PROFESSIONAL REFERENCES

List the name, address and telephone number of three references that are **not** related to you and are **not** previous employers.

1. _____
2. _____
3. _____

Starting with your present or most recent job, list all your employment experience. Do not omit any employment experience. You may include job-related military service, assignments and volunteer activities that reflect your qualifications for employment.

RESUMES MAY BE INCLUDED BUT WILL NOT BE ACCEPTED IN PLACE OF THE INFORMATION REQUESTED BELOW.

Employer	Employment Dates	Kind of Work Performed: Reason for Leaving: <input type="checkbox"/> Discharged <input type="checkbox"/> Voluntary Resignation <input type="checkbox"/> Involuntary Resignation Explain: May we contact this employer <input type="checkbox"/> Yes <input type="checkbox"/> No
Address	From	
	To	
Telephone ()	Salary/Hourly Rate	
Job Title	Starting	
Immediate Supervisor	Final	

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	To	
Telephone ()	Salary/Hourly Rate	
Job Title	Starting	
Immediate Supervisor	Final	

** If you need additional space, please continue on a separate sheet of paper

Have you ever been discharged, permitted to resign rather than be discharged, or asked to resign from any position? Yes No

If yes, please state the employer, and the reason for the discharge or resignation: _____

Which of your previous jobs have you liked best? _____

Why? _____

Which of your previous jobs have you liked least? _____

Why? _____

How did you learn of this employment opportunity? (circle one or more below)

Friend Relative Job Posting Job Fair Website Newspaper Ad Other

APPLICANT'S STATEMENT

Please indicate that you have read and understand each paragraph of the Applicant's Statement by **placing your initials beside each paragraph.**

Initials

_____ I certify that this application was completed by me and that all entries and information in it are TRUE and COMPLETE to the best of my knowledge. I understand that false, misleading or omitted information in my application may result in the rejection of my application, the revocation of an offer of employment, or discharge.

_____ I authorize investigation of all statements contained in this application as may be necessary in arriving at an employment decision. I understand that an investigation may be made and information may be obtained through interviews with personal references and past employers, through a credit check, a criminal history check and/or a driver's record check. This inquiry may include information as to, among other things, my character, general reputation and personal characteristics, as well as information about my work performance and workplace conduct. I consent to this investigation and to the consideration of any statements of references, former employers or others that are given in response to the inquiry. If Passages, Inc. decides to obtain a consumer credit report, I understand that Passages, Inc. will provide, at my request, the name and address of the reporting agency so I may obtain from such reporting agency the nature and substance of information contained in such report.

_____ I hereby release all parties, including but not limited to Passages, Inc. personal references and previous employers, from liability for any injury or damage that may result from their furnishing information concerning me or any action Passages, Inc. takes on the basis of such information.

_____ I understand that, if I am offered a job, as a condition of beginning my employment, I may be required to undergo a physical examination and/or drug screen, and I hereby authorize any doctor, hospital, clinic, laboratory and/or other medical facility to furnish any medical information with reference to me as may be necessary in conjunction with that examination and related considerations.

_____ I understand that, according to federal law, all individuals who are hired must, as a condition of employment, produce certain documentation to verify their identity and United States citizen status or, if aliens, their legal authorization to work in the United States. As a consequence, I understand that any offer of employment to me is contingent upon my ability to produce the required documentation within the time period required by law.

_____ I understand that this application is not, and is not intended to be, a contract of employment and that any resulting employment is for no fixed period of time and is terminable at any time and for any reason by me or by Passages, Inc. I further understand that statements which maybe contained in policies, practices, handbooks or other material do not create any guarantee of employment and that Passages, Inc. has the right to modify, amend or terminate policies, practices, benefits plans or other programs within the limits and requirements imposed by law. I understand that no representative of Passages, Inc., other than an officer, has the authority to enter into any agreement for any specific period of time or to make any agreement contrary to the foregoing and that any such agreement must be in writing to be binding.

_____ I understand that, upon employment, I will sign an agreement relating to confidential information, if required.

_____ I certify that I am not bound by any employment contract or non-competition agreement that would be breached by any employment that might be offered to me by Passages, Inc., nor am I in possession of nor will I at any time reveal to Passages, Inc., under any circumstances, any proprietary or confidential information that is the subject of any contract, non-disclosure agreement or prior work relationship involving any other person or entity.

Signature of Applicant

Date

APPLICATIONS KEPT ON FILE FOR ONE YEAR