



**APPLICATION FOR EMPLOYMENT**

*InterServ is an equal opportunity employer. All applicants will be considered without regard to race, color, religion, gender, genetic information, national origin, age, disability, marital status, veteran status, or any other legally protected status.*

**APPLICANT INFORMATION**

DATE: \_\_\_\_\_

Last Name	First Name	Middle Name
Other Legal Name Used		

Street Address	City	State	Zip

Home Phone Number	Cell or Other Phone Number	Best Time to Call

Email Address	Position(s) or Type of Employment Desired

Have you ever filed an application with us before?     YES     NO    *If Yes, give date* \_\_\_\_\_

Have you ever been employed with us before?     YES     NO    *If Yes, give date* \_\_\_\_\_

Are any of your relatives employed with us?     YES     NO    *If Yes, give name(s)* \_\_\_\_\_

Do you have a valid driver's license?     YES     NO    *If Yes, give exp. Date* \_\_\_\_\_

Do you have Insurance for your vehicle?    YES    NO    *If Yes, give amount* \_\_\_\_\_

On what date would you be available for work?    \_\_\_\_\_

Are you available to work (circle all that apply):     Full Time     Part Time     Shift Work     Temporary

Days and hours available to work: \_\_\_\_\_    **Compensation Requested:**  
 \$ \_\_\_\_\_

Can you travel if a job requires it?     YES     NO

If under 18 years of age, can you provide required proof of your eligibility to work?     YES     NO

In compliance with federal law, will you be able to provide proof of identity and eligibility to work in the United States if you are hired?     YES     NO

**Have you ever been convicted of a crime other than a minor traffic infraction?**

YES  NO

*(You need not disclose any proceeding that has been expunged or is part of a sealed record. A conviction record will not necessarily be a bar to employment. Factors such as the nature of the position applied for, timing of the conviction, the nature of the conduct, and rehabilitation will be taken into account.)*

**If yes, please explain:**

**Have you ever been involved as a perpetrator in any child abuse or elder abuse which was substantiated, meaning a “preponderance of the evidence,” “probable cause,” “reason to suspect,” or other similar determination was issued by a state agency, regardless of whether proven in court and whether a criminal conviction of any kind occurred?**

YES  NO

**If yes, please explain:**

**Are you currently listed on Missouri’s Employee Disqualification List or Employee Disqualification Registry?**

YES  NO

**If yes, please explain:**

**EDUCATION HISTORY**

	Name and Address of School	Course of Study	Number of Years Completed	Diploma/ Degree
High School				
Undergraduate College				
Graduate Professional				
Other (Specify)				
Please list any academic honors or special achievements:				

## EMPLOYMENT AND VOLUNTEER EXPERIENCE

Are you currently employed? <input type="radio"/> YES <input type="radio"/> NO	May we contact your present employer? <input type="radio"/> YES <input type="radio"/> NO
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Please provide your most recent employment and continue with all past employment within the previous ten (10) years. Please also include relevant volunteer experience. Attach additional sheets if necessary.

Employer:	Dates Employed		Work Performed
	From:	To:	
Address:	Hourly Rate/Salary		
Telephone Number(s):	Starting:	Final:	
Job Title:		Supervisor:	
Reason For Leaving:			

Employer:	Dates Employed		Work Performed
	From:	To:	
Address:	Hourly Rate/Salary		
Telephone Number(s):	Starting:	Final:	
Job Title:		Supervisor:	
Reason For Leaving:			

Employer:	Dates Employed		Work Performed
	From:	To:	
Address:	Hourly Rate/Salary		
Telephone Number(s):	Starting:	Final:	
Job Title:		Supervisor:	
Reason For Leaving:			

Explain any gaps in your employment, other than those due to personal illness, injury or disability:

**PROFESSIONAL CERTIFICATIONS AND ACTIVITIES**

List active or former professional certifications, licenses, or registrations, as well as professional, trade, business or civic activities and offices held. <i>You may exclude membership that would reveal gender, race, religion, national origin, age, ancestry, disability or other protected status.</i>	

**SPECIALIZED SKILLS**

Describe any specialized training, job-related training, apprenticeship, computer and software skills, extra-curricular activities, and foreign languages.	
<i>Computer and Software Skills (please mark):</i>	<i>Other Skills:</i>
<input type="radio"/> Microsoft Windows <input type="radio"/> Microsoft Word	
<input type="radio"/> Microsoft Excel <input type="radio"/> Microsoft PowerPoint	
<input type="radio"/> Adobe PageMaker <input type="radio"/> CorelDRAW	

**PERSONAL REFERENCES**

List the names and telephone numbers of three work or school references who are not related to you. Please also include a description of their relationship to you and the number of years you have known them.			
Name:	Occupation:	Telephone Number(s):	Relationship:
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**OTHER INFORMATION**

Please provide any additional information you feel may be helpful in considering your application.

**APPLICANT STATEMENT**

<p><b>I CERTIFY THAT ALL ANSWERS GIVEN BY ME ARE TRUE, ACCURATE AND COMPLETE. I UNDERSTAND THAT FALSIFICATION, MISREPRESENTATION OR OMISSION OF FACTS ON THIS APPLICATION (OR ANY OTHER ACCOMPANYING OR REQUIRED DOCUMENTS) WILL BE CAUSE FOR DENIAL OF EMPLOYMENT OR IMMEDIATE TERMINATION OF EMPLOYMENT, REGARDLESS OF WHEN OR HOW DISCOVERED.</b></p> <p>I understand this application remains current for only <b>60 days</b>. At the conclusion of that time, if I have not heard from InterServ and still wish to be considered for employment, it will be necessary for me to reapply.</p> <p>I understand that an offer of employment is contingent upon the results of background checks and verification of eligibility to work in the United States. If I am seeking a position involving work with children, the disabled, and/or the elderly, I understand that certain background checks are required by law. I authorize investigation of all statements contained in this application, including, but not limited to, my employment and education history, and I consent to any background check that may be required by Missouri law.</p> <p>If hired, I understand that I will be expected to abide by all of InterServ’s rules and policies. I further understand that, if employed, my employment will be <b>at will</b>. I understand this means that I will be employed for an indefinite period of time and my employment may be terminated at any time either by me or InterServ. I understand that InterServ shall have the maximum discretion permitted by law to administer, interpret, modify, discontinue, enhance or otherwise change all policies, procedures, benefits, or other terms or conditions of employment.</p> <p>I acknowledge that I have read and understand the above statements and hereby grant permission to confirm the information supplied on this application by me.</p>	
<b>Signature of Applicant:</b>	<b>Date:</b>