



# APPLICATION FOR EMPLOYMENT

We consider applicants for all positions on basis of qualifications and without regard to race, color, religion, sex, national origin, age, disability, marital, veteran, sexual orientation, or any other protected status or non job-related factor. Individuals seeking accommodations should inform Tilson's Human Resources Department.

Client Name **St. Vincent de Paul Indianapolis**

Position(s) applied for \_\_\_\_\_ Date of application \_\_\_\_\_

Name \_\_\_\_\_  
LAST FIRST MIDDLE INITIAL

Address \_\_\_\_\_  
STREET CITY STATE ZIP CODE

Telephone \_\_\_\_\_ Mobile/ Other Phone \_\_\_\_\_ E-mail Address \_\_\_\_\_

If you are under 18, and it is required, can you furnish a work permit? If no, please explain  Yes  No  NA  
Are you legally eligible to work in this country for the position for which you are applying?  Yes  No

Date available for work: \_\_\_\_\_ What is your desired salary range? \_\_\_\_\_

Type of employment desired  Full-Time  Part-Time  Temporary  Seasonal  Educational Co-Op

Days Available (check all that apply):

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Day							
Night							

It is not necessary for you to identify unavailability for work because of religious observance or practice or any other protected classification. Subsequent to any job offer, we will consider whether a reasonable accommodation can be made.

Have you ever been employed by this company before?  Yes  No

If yes, give dates and positions: \_\_\_\_\_

Have you ever been discharged from any employment or asked to resign?  Yes  No

If yes, please provide date(s) and details: \_\_\_\_\_

Please Complete the Below Section Only if You Are Applying For A Position in Which Driving is an Essential Job Function – All Others, Please Skip to the Next Section

Driver's license number: \_\_\_\_\_ State: \_\_\_\_\_

## EMPLOYMENT HISTORY

Provide the following information of your past three (3) employers, assignments or volunteer activities, starting with the most recent.

FROM	TO	EMPLOYER	TELEPHONE #
STARTING JOB TITLE / FINAL JOB TITLE		ADDRESS	
IMMEDIATE SUPERVISOR AND TITLE		SUMMARIZE THE NATURE OF WORK PERFORMED AND JOB RESPONSIBILITIES	
MAY WE CONTACT FOR REFERENCE? <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> LATER			
REASON FOR LEAVING		HOURLY RATE/SALARY START \$ _____ PER _____ FINAL \$ _____ PER _____	
FROM	TO	EMPLOYER	TELEPHONE #
STARTING JOB TITLE / FINAL JOB TITLE		ADDRESS	
IMMEDIATE SUPERVISOR AND TITLE		SUMMARIZE THE NATURE OF WORK PERFORMED AND JOB RESPONSIBILITIES	
MAY WE CONTACT FOR REFERENCE? <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> LATER			
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MAY WE CONTACT FOR REFERENCE? <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> LATER			
REASON FOR LEAVING		HOURLY RATE/SALARY START \$ _____ PER _____ FINAL \$ _____ PER _____	

Summarize any training, skills, licenses and/or certificates that may qualify you as being able to perform job-related functions in the position for which you are applying. \_\_\_\_\_

EDUCATIONAL BACKGROUND (if job-related)				
NAME AND LOCATION	NUMBER OF YEARS COMPLETED	DID YOU GRADUATE?		COURSE OF STUDY
HIGH SCHOOL				
COLLEGE		MAJOR	DEGREE	
OTHER				

PROFESSIONAL REFERENCES		
NAME	E-MAIL ADDRESS	TELEPHONE

### APPLICANT STATEMENT

I certify that all information I have provided in order to apply for and secure work with Tilson ("employer") is true, complete and correct to the best of my knowledge.

I understand and agree that any information provided by me that is found to be false, incomplete or misrepresented in any respect, may cause Tilson to: (i) cancel further consideration of this application, or (ii) immediately discharge me from the employer's service, whenever it is discovered.

I expressly authorize, without reservation, the employer, its representatives, employees or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, resume or job interview, to the extent permitted by federal, state or local law. To the extent permitted by applicable law, I hereby release all parties from any liability arising out of this provision and waive any and all rights and claims I may have regarding the employer, its agents, employees or representatives, for seeking, gathering and using such information in the employment process and all other persons, corporations or organizations for furnishing such information about me. I understand that any offer of employment may be contingent upon complying with the employer's requirements, including but not limited to, executing a separate Consent and Authorization to conduct a background check.

I understand that the employer does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or excusing any applicant from consideration for employment on a basis prohibited by applicable local, state or federal law.

If I am hired, I understand that I am free to resign at any time, with or without cause and without prior notice, and the employer reserves the same right to terminate my employment at any time, with or without cause and without prior notice, except as may be required by law. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that no supervisor or representative of the employer is authorized to make any assurances to the contrary and that no implied, oral or written agreements contrary to the foregoing express language are valid unless they are in writing and signed by the employer's president. I understand that, if hired, unless otherwise prohibited by state law, I am an at-will employee..

I also understand that if I am hired, I will be required to provide proof of identity and legal authority to work in the United States and that federal immigration laws require me to complete an I-9 Form in this regard.

I understand that if offered employment, my employment with Tilson or its client company may be subject to any or all of the following, depending on the job position and applicable law: successful completion of a post-offer/pre-employment drug test, a review of references, a consumer report/background check, and collection and review of other background information including criminal conviction information and credit performance history, all in accordance with applicable

law. I understand that I may be required to complete necessary consent forms in order for Tilson to conduct post-offer/pre-employment background checks and/or pre-employment drug test. I understand Tilson recommends that I do not resign my current job until satisfactory post-offer, pre-employment check results are received.

I agree that all disputes between me and Tilson HR or between me and any of Tilson HR's client companies shall be resolved exclusively through mediation and final and binding arbitration under the Federal Arbitration Act and the American Arbitration Association's National Rules for the Resolution of Employment Disputes as permitted by applicable law.

**CALIFORNIA APPLICANTS ONLY:**

I acknowledge that in connection with my application for employment or subsequent employment, Tilson may collect, assemble, evaluate, compile, report, transmit, transfer or communicate information on my character, general reputation, personal characteristics or mode of living which are matters of public record without using a third party investigative consumer reporting agency. Matters of public record are defined as records documenting an arrest, indictment, conviction, civil judicial action, tax lien, or outstanding judgment.

I understand that such public record information generally must be disclosed to me within seven days of the date the information is received, regardless of whether it is received orally or in writing. I understand that I may waive my right to receive such information.

By checking this box

I hereby waive my right to any such disclosure.

**MARYLAND LIE DETECTOR LAW – “UNDER MARYLAND LAW, AN EMPLOYER MAY NOT REQUIRE OR DEMAND, AS A CONDITION OF EMPLOYMENT, PROSPECTIVE EMPLOYMENT, OR CONTINUED EMPLOYMENT, THAT AN INDIVIDUAL SUBMIT TO OR TAKE A LIE DETECTOR OR SIMILAR TEST. ANY EMPLOYER WHO VIOLATES THIS LAW IS GUILTY OF A MISDEMEANOR AND SUBJECT TO A FINE NOT EXCEEDING \$100.” BY SIGNING THE APPLICATION FORM, THE APPLICANT EXPRESSLY ACKNOWLEDGES THAT HE OR SHE HAS BEEN ADVISED OF MARYLAND LAW CONCERNING THE USE OF LIE DETECTOR OR SIMILAR TESTS.**

Acknowledgement: \_\_\_\_\_  
(MD Applicant Electronic Signature)

**MASSACHUSETTS LIE DETECTOR LAW – “IT IS UNLAWFUL IN MASSACHUSETTS TO REQUIRE OR ADMINISTER A LIE DETECTOR TEST AS A CONDITION OF EMPLOYMENT OR CONTINUED EMPLOYMENT. AN EMPLOYER WHO VIOLATES THIS LAW SHALL BE SUBJECT TO CRIMINAL PENALTIES AND CIVIL LIABILITY.”**

**RHODE ISLAND—The company is subject to Chapters 29-38 of Title 28 of the General Laws of Rhode Island, and is therefore covered by the state's workers' compensation law.**

**DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE APPLICANT STATEMENT.**

I certify that I have read, fully understand and accept all terms of the foregoing Applicant Statement. By checking the "I Agree" box and entering my full name, email address, and today's date below, I declare that I have read and agree to the above statements. I understand that by typing my full name below, I am electronically signing this application, and that my electronic signature has the same effect as if I had physically signed the application with a pen.

I Agree

Signature: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Today's Date: \_\_\_\_\_