

83998OMINION STAFFING EMPLOYMENT APPLICATION

1. Employer Information

Employer: Dominion Staffing
Address: 7726 Finns Lane, Suite LL2
City/State/ZIP: Lanham, Maryland 20706
Telephone: 2407707774

It is the policy of Dominion Staffing to provide equal employment opportunities to all applicants and employees without regard to any legally protected status such as race, color, religion, gender, national origin, age, disability or veteran status.

2. Applicant Information

Applicant Name: _____
Address: _____
City/State/ZIP: _____
Number of years at this address: _____
Daytime phone: _____ Evening phone: _____
Social Security Number: _____
Driver's License (State/Number): _____

3. Emergency Contact

Who should be contacted if you are involved in an emergency?
Contact Name: _____
Relationship to you: _____
Address: _____
City/State/ZIP: _____
Daytime phone: _____ Evening phone: _____

4. Job Position Applied For: _____

5. Salary Desired: \$ _____ per _____

6. Who referred you to our company? _____

7. Have you applied to our company previously? _____ Yes _____ No

If yes, when? _____

8. Are you at least 18 years old? _____ Yes _____ No

9. How will you get to work? _____

10. Are you willing to work any shift, including nights and weekends? _____ Yes _____ No

If no, please state any limitations: _____

11. If applicable, are you available to work overtime? _____ Yes _____ No

12. If you are offered employment, when would you be available to begin work? _____.

13. Are you legally eligible for employment in the United States? _____ Yes _____ No

14. Are you able to perform the essential functions of the job position with or without reasonable accommodation? _____ Yes _____ No. What reasonable accommodation, if any, would you require?

15. Have you ever been convicted of any crime, including traffic violations? _____ Yes _____ No. If yes, please describe: _____

THE EXISTENCE OF A CRIMINAL RECORD DOES NOT CONSTITUTE AN AUTOMATIC BAR TO EMPLOYMENT UNLESS RELEVANT TO THE TYPE OF EMPLOYMENT.

16. Applicant's Skills

Ability or Skill Years of Experience Rating

[] Typing _____ 1 2 3 4 5

[] Microsoft Office Suite (Word, Excel, etc.) _____ 1 2 3 4 5

[] Accounting/Bookkeeping _____ 1 2 3 4 5

[] Answering telephones _____ 1 2 3 4 5

[] Filing _____ 1 2 3 4 5

[] Customer service _____ 1 2 3 4 5

_____ 1 2 3 4 5

_____ 1 2 3 4 5

List your current or most recent employment first.

College/University Name and Address

High School/GED Name and Address

_____ Yes _____ No

Other Training (graduate, technical, vocational):

17. Applicant Employment History

Employer Name: _____

Supervisor Name: _____

Address: _____

City/State/ZIP: _____

Job Duties: _____

Reason for Leaving: _____

Dates of Employment (Month/Year): _____

Employer Name: _____

Supervisor Name: _____

Address: _____

City/State/ZIP: _____

Job Duties: _____

Reason for Leaving: _____

Dates of Employment (Month/Year): _____

Employer Name: _____

Supervisor Name: _____

Address: _____

City/State/ZIP: _____

Job Duties: _____

Reason for Leaving: _____

Dates of Employment (Month/Year): _____

18. Applicant's Education and Training

Did you receive a degree? _____ Yes _____ No If yes, degree received: _____

Did you receive a degree? _____ Yes _____ No

Awards, Honors, Special Achievements:

Military Service:

_____ Yes _____ No

Branch: _____

Specialized Training: _____

19. References

List any two people (not related to you) who would be willing to provide a reference for you.

Name: _____

Address: _____

City/State/ZIP: _____

Telephone: _____

Relationship: _____

Name: _____

Address: _____

City/State/ZIP: _____

Telephone: _____

Relationship: _____

20. Please provide any other information that you believe should be considered:

CERTIFICATION

I certify that the information provided on this application is truthful and accurate. I understand that providing false or misleading information will be the basis for rejection of my application, or if employment commences immediate termination. I authorize Dominion Staffing to contact former employers and educational organizations regarding my employment and education. I authorize my former employers and educational organizations to fully and freely communicate information regarding my previous employment, attendance, and grades. I authorize those persons designated as references to fully and freely communicate information regarding my previous employment and education. If an employment relationship is created, I understand that unless I am offered a specific written contract of employment signed on behalf of the organization by its Director, the employment relationship will be "at-will." In other words, the relationship will be entirely voluntary in nature, and either I or my employer will be able to terminate the employment relationship at any time and without cause. With appropriate notice, I will have the full and complete discretion to end the employment relationship when I choose and for reasons of my choice. Similarly, my employer will have the right. Moreover, no agent, representative, or employee of Dominion Staffing, except in a specific written contract of employment signed on behalf of the organization by its Director, has the power to alter or vary the voluntary nature of the employment relationship.

I HAVE CAREFULLY READ THE ABOVE CERTIFICATION AND I UNDERSTAND AND AGREE TO ITS TERMS.

APPLICANT SIGNATURE DATE