

Application for Employment



SYNERGY HR
Building Bridges Where They Matter Most

PLEASE PRINT ALL INFORMATION REQUESTED EXCEPT SIGNATURE				
APPLICANTS MAY BE TESTED FOR ILLEGAL DRUGS				
PLEASE COMPLETE PAGES 1-6.				Date:
Name:				
Last	First	Middle	Maiden	
Present Address:				
Number	Street	City	State	Zip
How Long:				
Telephone:				
Are you 18 years or older?				
Position Applied For:			Days/Hours Available to Work:	
Salary Desired:			No Pref _____ Thur	
			Mon _____ Fri	
			Tue _____ Sat	
			Wed _____ Sun	
How many hours can you work weekly?		Can you work nights?		
Employment Desired:				
<input type="checkbox"/> FULL-TIME ONLY <input type="checkbox"/> PART-TIME ONLY <input type="checkbox"/> FULL- OR PART-TIME				
When available for work?				
EDUCATION & OTHER INFORMATION				
TYPE OF SCHOOL	NAME OF SCHOOL	LOCATION (Complete mailing address)	NO. OF YEARS COMPLETED	MAJOR & DEGREE
High School				
College				
Bus. or Trade School				
Professional School				

Work Experience			
Please list your work experience for the past five years beginning with your most recent job held. If you were self-employed, give firm name. Attach additional sheets if necessary.			
Job One			
Name of Employer:	Name of Last Supervisor	Employment Dates	Salary
Complete Address:		From:	Start:
		To:	Final:
Phone Number:	Your Last Job Title:		
Reason for Leaving (be specific):			
List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.			
Job Two			
Name of Employer:	Name of Last Supervisor:	Employment Dates	Salary
Complete Address:		From:	Start:
		To:	Final:
Phone Number:	Your Last Job Title:		
Reason for Leaving (be specific):			
List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.			
Job Three			
Name of Employer:	Name of Last Supervisor:	Employment Dates	Salary
Complete Address:		From:	Start:
		To:	Final:
Phone Number:	Your Last Job Title:		
Reason for Leaving (be specific):			
List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.			
May we contact your present employer?			
<input type="checkbox"/> Yes <input type="checkbox"/> No			
Did you complete this application yourself?			
<input type="checkbox"/> Yes <input type="checkbox"/> No			

Clerical Skills (Yrs of Experience)

Industrial Skills (Yrs. Of Experience)

Skills	Yrs.	Skills	Yrs.	Skills	Yrs.
Accountant		Inventory		Assembly	
Accounts Payable		Mail Processing		Auto/Truck Maintenance	
Accounts Receivable		Telephone Switchboard		Banquet Worker	
Automated Accounting		Cold Calls		Building Maintenance	
Bank Reconciliation		Outside Sales		Carpentry	
Banking		Retail Sales		Chemical Engineer	
Bookkeeping		Telemarketing		CDL	
Credit Collections		Adobe		Delivery Driver	
CPA		Internet		Construction	
Financial Investment Broker		Microsoft Outlook		Electrical	
Financial Statements		Microsoft Excel		Food Service Industry	
General Ledger		Microsoft Word		Forklift	
Loan Processor		Microsoft Access		Furniture Install/Mover	
Payroll		Microsoft PowerPoint		Housekeeping	
Peachtree Accounting		Quick Books		HVAC	
Taxes		Macintosh OS		Machine Operator	
Typing < 30wpm		Advertising		Machinist	
Typing 31-44 wpm		Communications		Inventory	
Typing 45-59 wpm		Courier		Janitorial	
Typing > 60 wpm		Customer Service		Lawn Care	
10-key		Insurance		Masonry	
Administrative Secretary		Managerial Exp		Packing	
General Secretary		Human Resources		Painting	
Shorthand		Purchasing		Plumbing	
Speedwriting		Quality Control		Production Line	
Office Manager				Sewing	
Copy Machine				Shipping/Receiving	
Fax				System Operator	
Filing				System Programmer	
Publishing				Tool and Dye	
Real Estate				Welding	
Retail				Wiring	

PLEASE READ CAREFULLY

APPLICATION FORM WAIVER

In exchange for the consideration of my job application by **Synergy HR, LLC**, I agree that:

Neither the acceptance of this application nor the subsequent entry into any type of employment relationship, either in the position applied for or any other position, and regardless of the contents of employee handbooks, personnel manuals, benefit plans, policy statements, and the like as they may exist from time to time, or other **Synergy HR, LLC** practices, shall serve to create an actual or implied contract of employment, or to confer any right to remain an employee of **Synergy HR, LLC**, or otherwise to change in any respect the employment-at-will relationship between it and the undersigned, and that relationship cannot be altered except by a written instrument signed by the President /General Manager of **Synergy HR, LLC**. Both the undersigned and **Synergy HR, LLC** may end the employment relationship at any time, without specified notice or reason. If employed, I understand that **Synergy HR, LLC** may unilaterally change or revise their benefits, policies and procedures and such changes may include reduction in benefits.

I authorize investigation of all statements contained in this application. I understand that the misrepresentation or omission of facts called for is cause for dismissal at any time without any previous notice. I hereby give **Synergy HR, LLC** permission to contact schools, previous employers (unless otherwise indicated), references, and others, and hereby release **Synergy HR, LLC** from any liability as a result of such contract.

I also understand that (1) **Synergy HR, LLC** has a drug and alcohol policy that provides for pre-employment testing as well as testing after employment; (2) consent to and compliance with such policy is a condition of my employment; and (3) continued employment is based on the successful passing of testing under such policy. I further understand that continued employment may be based on the successful passing of job-related physical examinations.

I understand that, in connection with the routine processing of your employment application, **Synergy HR, LLC** may request from a consumer reporting agency an investigative consumer report including information as to my credit records, character, general reputation, personal characteristics, and mode of living. Upon written request from me, **Synergy HR, LLC** will provide me with additional information concerning the nature and scope of any such report requested by it, as required by the Fair Credit Reporting Act.

I further understand that my employment with **Synergy HR, LLC** shall be probationary for a period of (90) days, and further that at any time during the probationary period or thereafter, my employment relation with **Synergy HR, LLC** is terminable at will for any reason by either party.

Signature of Applicant

Date:

Synergy HR, LLC is an equal employment opportunity employer. We adhere to a policy of making employment decisions without regard to race, color, religion, sex, sexual orientation, national origin, citizenship, age or disability. We assure you that your opportunity for employment with this Company depends solely on your qualifications.

Thank you for completing this application form and for your interest in our business.