

DocuServe, Inc. Application for Employment

(Please Print)

DocuServe Inc. is an equal opportunity employer, dedicated to a policy of non-discrimination in employment on any basis including age, sex, color, race, creed, national origin, religious persuasion, marital status, political belief, or disability that does not prohibit performance of essential job functions.

Date: _____

I. Personal Information:

Name: Last First Middle

Present Address

City State Zip Code

Social Security Number Telephone Number

Federal law prohibits the employment of unauthorized aliens. All persons hired must submit satisfactory proof of employment authorization and identity (valid driver's license, birth certificate, Green Card, etc.) within three days of being hired. Failure to submit such proof within the required time shall result in immediate employment termination.

Position Applied For: _____

Is there any information we would need about your name or use of another name to be able to check your work record? Please specify:

Do you have any relatives who are presently (or have formerly been) employed by DocuServe Inc.?

How were you referred to DocuServe, Inc.?

Have you ever been convicted of a felony? ____ Yes ____ No If yes, please explain:

II Educational History:

School Name/Location	Years Completed	Degree/Diploma
Elem/Jr. High: _____		
High School: _____		
College: _____		
Tech. Training: _____		
Other: _____		

III Employment Record:

Please include all employment for the last five years.

- | | |
|---|-------------------------------------|
| _____ | _____ |
| Company Name (Current or Most Recent Employer) | Position Held |
| _____ | _____ |
| City, State | Dates Employed: From/To |
| _____ | _____ |
| Manager / Supervisor | Telephone Number Wage/Salary |
| _____ | _____ |
| Reason for Leaving | |
- | | |
|-----------------------------|-------------------------------------|
| _____ | _____ |
| Company Name | Position Held |
| _____ | _____ |
| City, State | Dates Employed: From/To |
| _____ | _____ |
| Manager / Supervisor | Telephone Number Wage/Salary |
| _____ | _____ |
| Reason for Leaving | |
- | | |
|-----------------------------|-------------------------------------|
| _____ | _____ |
| Company Name | Position Held |
| _____ | _____ |
| City, State | Dates Employed: From/To |
| _____ | _____ |
| Manager / Supervisor | Telephone Number Wage/Salary |
| _____ | _____ |
| Reason for Leaving | |

NOTE: Use a separate sheet to list additional employers, if necessary. We will contact all of the employers listed on this application unless you specifically excluded them below. Please list any employers you do not want us to contact and your reason for the exclusion:

_____ Employer's Name	_____ Reason
_____ Employer's Name	_____ Reason

IV. References: *Please do not include relatives or former employers.*

1. _____
Name _____
Years Known

City, State _____
Telephone Number

Occupation

2. _____
Name _____
Years Known

City, State _____
Telephone Number

Occupation

3. _____
Name _____
Years Known

City, State _____
Telephone Number

Occupation

V. Work Availability:

If your application receives favorable consideration, when will you be available to begin work?

- Do you have any objection to working overtime? Yes No
- Can you work overtime without prior notice? Yes No
- Can you work on Saturday? Yes No
- Can you work on Sunday? Yes No
- Can you travel if required by this position? Yes No

VI. Salary/Hourly Rate Requirements:

If your application receives favorable consideration, what salary/hourly rate would you require?

\$ _____ per _____

PLEASE READ CAREFULLY

APPLICATION FORM WAIVER

In exchange for the consideration of my job application by DocuServe Inc. (hereinafter called "the Company"), 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 Company practices, shall serve to create an actual or implied contract of employment, or to confer any right to remain an employee of DocuServe Inc., 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 the Company. Both the undersigned and DocuServe may end the employment relationship at any time, without specified notice or reason. If employed, I understand that the Company 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 the Company permission to contact schools, previous employers (unless otherwise indicated), references, and others, and hereby release the Company from any liability as a result of such contact.

I also understand that (1) the Company has a drug and alcohol policy that provides for possible pre-employment testing as well as the possibility of 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, the Company may request from a consumer reporting agency an investigative consumer report including information as to my credit records, character, general reputation, personal characteristics, driving record and mode of living. Upon written request from me, the Company, 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 the Company shall be probationary for a period of ninety (90) days, and further that at any time during the probationary period or thereafter, my employment relation with the Company is terminable at-will for any reason by either party.

Signature of applicant _____ **Date:** _____

DocuServe Inc. 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 DocuServe depends solely on your qualifications.

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