

Our company ("Company") fully subscribes to the principles of Equal Employment Opportunity. It is our policy to provide employment, compensation, and other benefits related to employment based on qualifications, without regard to race, color, religion, national origin, age, sex, veteran status, genetic information, disability, or any other basis prohibited by federal, state, or local law. In accordance with requirements of the Americans with Disabilities Act and applicable state laws, it is our policy to provide reasonable accommodation upon request during the application process to eligible applicants to order that they may be given a full and fair opportunity to be considered for employment. As an Equal Opportunity Employer, we intend to comply fully with applicable federal and state employment laws and the information requested on this application will only be used for purposes consistent with those laws. To the extent required by applicable law, the Company maintains a smoke-free workplace. Note pages 6-8 of this application may be intentionally omitted.

General Information

Date: _____

Name: _____
Last First Middle

Position Applied For: _____

Address: _____
Street City/State Zip Code

Home Telephone Number: _____ Email Address: _____

Will you work overtime if required (Y/N)? _____

When will you be able to start work? _____

Have you ever been found at fault in a civil action for an intentional tort (intentional commission of a wrongful act) (Y/N)? _____

Have you ever been convicted of a felony? (Y/N)? _____

Note: Answering "yes" to the above does not automatically exclude you from further consideration for the position.

If you checked "yes", please explain below. To help us evaluate your application, please describe the nature of the crime and your subsequent rehabilitation (attach additional sheet if necessary).

How did you learn about the job opening? _____

If referral, who were you referred by? _____

Have you ever applied or worked for Flanagan Bilton before? _____

If yes, please provide dates: _____

Are you legally authorized to work in the United States? _____

Will you now, or in the future, require sponsorship for employment visa status (e.g., H-1B visa status)? _____

Note: The Federal Immigration and Reform and Control Act of 1986 requires that a new DHS Employment Eligibility Verification Form I-9 be completed for every new hire and that within three (3) business days of beginning work, every new hire must present to the employer documentation establishing his/her identity and authorization to work. This federal requirement must be satisfied as a condition of employment.

Education

Type of School	Names, City, and State of Educational Institute	Graduated (Y/N)	Major/Degree & GPA
High School			
College			
Graduate School			
Bus. or Trade School			
Professional School			
Special Honors			

Employment History

Please list your work experience beginning with your most recent job. If you were self-employed, give firm name. Attach additional sheets if necessary. Exclude organization names which indicate race, color, creed, national origin, age, religion, sexual orientation, gender identity, gender expression, veteran status, or disability.

Most Recent Employer	Dates Employed	Work Performed
	From:	
	To:	
Address	Supervisor	
	May we contact (Y/N)?	
Job Title	Reason for Leaving	
Employer	Dates Employed	Work Performed
	From:	
	To:	
Address	Supervisor	
	May we contact (Y/N)?	
Job Title	Reason for Leaving	
Employer	Dates Employed	Work Performed
	From:	
	To:	
Address	Supervisor	
	May we contact (Y/N)?	
Job Title	Reason for Leaving	

Employer	Dates Employed	Work Performed
	From:	
	To:	
Address	Supervisor	
	May we contact (Y/N)?	
Job Title	Reason for Leaving	



Military Services (complete only if you served in the military)

Branch of Service: _____

Number of Years/Months of Service: _____

Rank at Discharge: _____

Date of Discharge: _____

Describe any military skills, training, or experience you believe are relevant to the job you applied for, below.



References

Please list three (3) references, other than relatives, who know your qualifications

Name/Company	Position	Address	Telephone

Waivers and Disclosures

I certify that the answers given herein (including, but not limited to, the criminal information are true and complete to the best of my knowledge. I understand that any misrepresentations, omissions of facts, or incomplete answers in any application document, may disqualify me from further consideration for employment. I further understand that, if employed, any misrepresentations or omissions of facts on any application document may be cause for my dismissal at any time without prior notice. I consent and authorize the Company to contact my former employers, references, and any and all other persons and organizations for information bearing upon my qualifications for employment. I further authorize the listed employers, schools, and personal references to give the Company (without further notice to me) any and all information about my previous employment and education, along with any other pertinent information they may have and hereby waive any actions which I may have against either party(ies) for providing a good faith reference.

I expressly agree and understand that, if employed, my employment is not for a specific term, is based on mutual consent and may be terminated by me or the Company with or without notice or cause at any time. I further understand that no oral promise, employer policy, custom, business practice, or other procedure (including the basic employment policies, personnel handbook or any personnel manuals) constitutes an employment contract or modification of the at-will employment relationship between me and the company. I also understand that this aspect of my employment with the company may only be altered with a written authorization signed by the Chief Executive Officer of the Company, and that my at-will status with Flanagan | Bilton, LLC may not be altered.

I understand that applicants for certain positions may be required to qualify for employment based additional employment criteria. For example, I may be required to take job related tests; submit to a background investigation, or take a pre-employment drug test. If I am offered employment or start work before any required test is completed, my employment is contingent on a satisfactory result on all required tests.

Applicant Name: _____

Date: _____

Applicant Signature: _____