



INTEGRITY BASED MANAGEMENT, LLC  
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## **APPLICATION FOR EMPLOYMENT**

*PLEASE PRINT ALL INFORMATION REQUESTED EXCEPT SIGNATURE*

*PLEASE COMPLETE ALL PAGES*

DATE \_\_\_\_\_

Name \_\_\_\_\_  
Last First Middle Maiden

Present Address \_\_\_\_\_  
Number Street City State Zip

How long at your current address? \_\_\_\_\_

Social Security No. \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Telephone \_\_\_\_\_

If under 18, please list age \_\_\_\_\_

Position applied for \_\_\_\_\_ Salary desired \$ \_\_\_\_\_  
(Be specific)

### **Days/hours available to work**

\_\_\_\_\_ No Preference

Mon \_\_\_\_\_ Tues \_\_\_\_\_ Wed \_\_\_\_\_ Thurs \_\_\_\_\_ Fri \_\_\_\_\_ Sat \_\_\_\_\_ Sun \_\_\_\_\_

How many hours can you work weekly? \_\_\_\_\_

Can you work nights? \_\_\_\_\_

Employment desired \_\_\_ FULL-TIME ONLY \_\_\_ PART-TIME ONLY \_\_\_ FULL- OR PART-TIME

When are you available for work? \_\_\_\_\_

DO YOU HAVE A DRIVER'S LICENSE?  Yes  No

What is your means of transportation to work? \_\_\_\_\_

Driver's license number \_\_\_\_\_

State of issue \_\_\_\_\_ Operator  Commercial (CDL)  Chauffeur

Expiration date \_\_\_\_\_

**CRIMINAL BACKGROUND**

**Integrity Based Management is an Equal Opportunity Employer and any information will remain confidential and not be used against you. Management has the right to request drug testing prior to employment.**

HAVE YOU EVER BEEN CONVICTED OF A CRIME?  No  Yes

If yes, explain number of conviction(s), nature of offense(s) leading to conviction(s), how recently such offense(s) was/were committed, sentence(s) imposed, and type(s) of rehabilitation, if any.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**OFFICE SKILLS**

Yes (Microsoft Office)  Yes (Microsoft Word)  Yes (Typing)  No. WPM  Yes (10-key)

Yes (Publisher)  Yes (Excel)  Yes (PowerPoint)  Yes (QuickBooks)  Yes (Internet)

Other Skills not listed \_\_\_\_\_

**EDUCATION**

Name of High School \_\_\_\_\_ Graduate?  Year \_\_\_\_\_

College \_\_\_\_\_ Degree? \_\_\_\_\_ Year \_\_\_\_\_

Bus. Or Trade School \_\_\_\_\_ Other \_\_\_\_\_

**Prior Work History**

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.

Name of employer \_\_\_\_\_

Address \_\_\_\_\_  
Street City State Zip

Name of last Supervisor \_\_\_\_\_ Employment dates \_\_\_\_\_  
(Start) (Ending)

Pay or salary \_\_\_\_\_ Phone number \_\_\_\_\_ Job Title \_\_\_\_\_

Reason for leaving (Be Specific)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

May we contact employer? \_\_ Yes\_\_ No

If no, please explain:

\_\_\_\_\_

Name of employer \_\_\_\_\_

Address \_\_\_\_\_  
Street City State Zip

Name of last Supervisor \_\_\_\_\_ Employment dates \_\_\_\_\_  
(Start) (Ending)

Pay or salary \_\_\_\_\_ Phone number \_\_\_\_\_ Job Title \_\_\_\_\_

Reason for leaving (Be Specific)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

May we contact employer? \_\_ Yes\_\_ No

If no, please explain:

\_\_\_\_\_

*An application form sometimes makes it difficult for an individual to adequately summarize a complete background. Use the space below to summarize any additional information necessary to describe your full qualifications for the specific position for which you are applying.*

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**REFERENCES**

Please list two references other than relatives or previous employers.

Name \_\_\_\_\_

Name \_\_\_\_\_

Position \_\_\_\_\_

Position \_\_\_\_\_

Company \_\_\_\_\_

Company \_\_\_\_\_

Address \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_

Telephone \_\_\_\_\_

I acknowledge that everything on this application is true and complete to the best of my knowledge.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date