



**AN EQUAL OPPORTUNITY EMPLOYER**

It is the policy of **ImageSoft, Inc.** to provide employment opportunities without regard to race, color, religion, sex, national origin, age, handicap, or veteran status.

**APPLICATION FOR EMPLOYMENT**

IMPORTANT: Please fill in your response above each line unless otherwise indicated. All answers must be printed or typed. Answers that are illegible or incomplete may prevent us from considering your application.

**PERSONAL DATA**

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FIRST NAME	MIDDLE	LAST	SOCIAL SECURITY NUMBER	DATE OF BIRTH
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PRESENT ADDRESS IN FULL	CITY	STATE	ZIP	TELEPHONE
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PERMANENT ADDRESS (IF DIFFERENT)	CITY	STATE	ZIP	TELEPHONE
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ARE YOU LEGALLY AUTHORIZED TO WORK IN THE UNITED STATES?	YOUR VISA TYPE IF AVAILABLE	VISA # AND EXPIRATION DATE
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DO YOU HAVE A VALID DRIVERS LICENSE?  Yes  No

LICENSE NUMBER: \_\_\_\_\_ STATE: \_\_\_\_\_ EXPIRATION DATE: \_\_\_\_\_

HAVE YOU EVER BEEN CONVICTED OF OR SENTENCED FOR ANY VIOLATION OF THE LAW?  Yes  No

IF YES, GIVE FULL PARTICULARS.

(THE EXISTENCE OF A CRIMINAL RECORD DOES NOT CONSTITUTE AN AUTOMATIC BAR TO EMPLOYMENT):

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## POSITION INFORMATION

POSITION APPLIED FOR: \_\_\_\_\_

REFERRAL SOURCE -

ADVERTISEMENT (specify): \_\_\_\_\_ AD NUMBER: \_\_\_\_\_

PLACEMENT FIRM (firm name): \_\_\_\_\_

SCHOOL PLACEMENT OFFICE (school name): \_\_\_\_\_

OTHER: \_\_\_\_\_

HOW SOON FOLLOWING NOTIFICATION CAN YOU REPORT? \_\_\_\_\_

ARE YOU WILLING TO RELOCATE?  Yes  No

HAVE YOU EVER BEEN EMPLOYED BY THE COMPANY?  Yes  No

IF YES, WHEN? \_\_\_\_\_ WHERE? \_\_\_\_\_ POSITION? \_\_\_\_\_

ARE ANY RELATIVES, INCLUDING IN-LAWS, EMPLOYED AT THE COMPANY?  Yes  No

IF YES, GIVE NAME, RELATIONSHIP, POSITION AND LOCATION: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

HAVE YOU EVER PREVIOUSLY APPLIED FOR EMPLOYMENT AT THE COMPANY?  Yes  No

IF YES, WHEN? (MO.) \_\_\_\_\_ (YR.) \_\_\_\_\_

HAVE YOU EVER PREVIOUSLY BEEN INTERVIEWED BY THE COMPANY?  Yes  No

IF YES, WHEN? (MO.) \_\_\_\_\_ (YR.) \_\_\_\_\_ FOR WHAT POSITION? \_\_\_\_\_



## EDUCATION

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LAST HIGH SCHOOL ATTENDED/complete address

ATTENDED FROM \_\_\_\_/\_\_\_\_/\_\_\_\_ TO \_\_\_\_/\_\_\_\_/\_\_\_\_

GRADUATED?  Yes  No

G.P.A. \_\_\_\_\_

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COLLEGE OR UNIVERSITY/complete address

ATTENDED FROM \_\_\_\_/\_\_\_\_/\_\_\_\_ TO \_\_\_\_/\_\_\_\_/\_\_\_\_

GRADUATED?  Yes  No

G.P.A. \_\_\_\_\_

MAJOR \_\_\_\_\_

DEGREE RECEIVED \_\_\_\_\_

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COLLEGE OR UNIVERSITY/complete address

ATTENDED FROM \_\_\_\_/\_\_\_\_/\_\_\_\_ TO \_\_\_\_/\_\_\_\_/\_\_\_\_

GRADUATED?  Yes  No

G.P.A. \_\_\_\_\_

MAJOR \_\_\_\_\_

DEGREE RECEIVED \_\_\_\_\_

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OTHER (Technical, Vocation, Graduate, etc. complete address)

ATTENDED FROM \_\_\_\_/\_\_\_\_/\_\_\_\_ TO \_\_\_\_/\_\_\_\_/\_\_\_\_

GRADUATED?  Yes  No

G.P.A. \_\_\_\_\_

MAJOR \_\_\_\_\_

DEGREE RECEIVED \_\_\_\_\_

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LIST ANY SCHOLARSHIPS, ACADEMIC HONORS, AWARDS OR SPECIAL ACHIEVEMENTS:

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IN WHAT LANGUAGES OTHER THAN ENGLISH CAN YOU CONVERSE?

\_\_\_\_\_ Fluent?  Yes  No

\_\_\_\_\_ Fluent?  Yes  No

\_\_\_\_\_ Fluent?  Yes  No



## EMPLOYMENT HISTORY

**IMPORTANT!** STARTING WITH YOUR PRESENT OR MOST RECENT EMPLOYER, LIST IN CONSECUTIVE ORDER ALL EMPLOYMENT AND PERIODS OF UNEMPLOYMENT SINCE YOU GRADUATED FROM COLLEGE OR HIGH SCHOOL. ADDITIONAL EMPLOYMENT MAY BE LISTED ON A SEPARATE PAGE(S) IF NECESSARY.

### PRESENT OR MOST RECENT EMPLOYER

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FULL NAME OF COMPANY	TELEPHONE	SALARY (BEGIN/END)	EMPLOYED (FROM/TO)
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STREET ADDRESS	CITY	STATE	ZIP CODE
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NAME & TITLE OF SUPERVISOR	YOUR TITLE	DEPARTMENT
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DUTIES

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REASON FOR LEAVING

ARE YOU BOUND BY ANY CONTRACT OR AGREEMENT WITH THIS PREVIOUS EMPLOYER? (i.e. non-compete, non disclosure, etc.)  Yes  No

If Yes, DESCRIBE BRIEFLY AND PROVIDE A COPY OF THE AGREEMENT. \_\_\_\_\_

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### PREVIOUS EMPLOYER

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FULL NAME OF COMPANY	TELEPHONE	SALARY (BEGIN/END)	EMPLOYED (FROM/TO)
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DUTIES

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DUTIES

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ARE YOU BOUND BY ANY CONTRACT OR AGREEMENT WITH THIS PREVIOUS EMPLOYER? (i.e. non-compete, non disclosure, etc.)  Yes  No

If Yes, DESCRIBE BRIEFLY AND PROVIDE A COPY OF THE AGREEMENT. \_\_\_\_\_

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HAVE YOU EVER BEEN SUSPENDED, PLACED ON PROBATION, ASKED TO RESIGN, DISCHARGED. OR TERMINATED?  Yes  No

IF YES, PLEASE EXPLAIN:

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## APPLICANT'S CERTIFICATION AND AGREEMENT

I **HEREBY CERTIFY** that my answers to the foregoing questions are true and complete and that I have not knowingly withheld any facts, circumstances or other information which would, if disclosed, affect my application. I further understand that any false or misleading statement or omission of pertinent information will result in the rejection of my application, or in dismissal if discovered subsequent to my employment.

I **HEREBY AUTHORIZE** the Company to request, and I **ALSO AUTHORIZE AND REQUEST** each former employer, school attended, and each person, firm, or corporation given as references above, to furnish at any time, any information which may be sought concerning me and my work habits, character or skill, and any other data required, whether in connection with this application or for purposes of complying with surety company requirements or otherwise.

I **HEREBY AFFIRM** that by submitting this application I agree to submit to medical evaluations and/or examinations, including tests for the presence of illegal drugs or alcohol, prior to and during employment, within a time period prescribed by the Company and as often as directed during employment.

I **HEREBY AUTHORIZE** the medical examiner to disclose to the Company any and all findings and conclusions arrived at in any examination performed either prior to employment or during employment.

I **UNDERSTAND** that should I be given employment, such employment shall be for an indefinite period of time and may be terminated, at will, at anytime, for any reason, by me or by the Company without notice or without liability whatsoever, except for unpaid wages or salary earned by the date of termination. I further understand that only the Officer of the Company has the authority to enter into any agreement for employment for a specified period of time or to make any agreement contrary to this at will standard and that any such agreement must be in writing.

I **UNDERSTAND** that if I am employed, the terms and conditions of my employment will be governed by this application and the Company's Terms of Employment and Policy and Procedures, as amended from time to time by the Company.

Signature \_\_\_\_\_ Date \_\_\_\_\_