

Please Print Clearly

# APPLICATION FOR EMPLOYMENT

Company Name \_\_\_\_\_ Date \_\_\_\_\_

**Please Answer All Questions. Résumés Are Not A Substitute For A Completed Application.**

We are an equal opportunity employer. Applicants are considered for positions without regard to veteran status, uniformed servicemember status, race, color, religion, sex, national origin, age, physical or mental disability, genetic information, pregnancy, citizenship status or any other category protected by applicable federal, state, or local laws.

IOCC IS AN AT-WILL EMPLOYER WHERE ALLOWED BY APPLICABLE STATE LAW. THIS MEANS THAT REGARDLESS OF ANY PROVISION IN THIS APPLICATION, IF HIRED, IOCC OR I MAY TERMINATE THE EMPLOYMENT RELATIONSHIP AT ANY TIME, FOR ANY REASON, WITH OR WITHOUT CAUSE OR NOTICE. THIS APPLICATION DOES NOT CREATE ANY TYPE OF EXPRESS OR IMPLIED CONTRACT OTHERWISE.

Applicant Name \_\_\_\_\_ Position Applied For \_\_\_\_\_ (list only one)

Telephone Number ( ) \_\_\_\_\_ - \_\_\_\_\_ Alternate/Cellular Telephone Number ( ) \_\_\_\_\_ - \_\_\_\_\_

Present Address \_\_\_\_\_

Street, Apartment, or Unit Number

\_\_\_\_\_ How long have you lived there \_\_\_\_ / \_\_\_\_ Years/Months

City

State

Zip

Email Address (optional) \_\_\_\_\_ Are you 18 years of age or older? Yes  No

If under the age of 18, can you produce the necessary work certificate at the time of employment? Yes  No

Type of employment desired? Full-time  Part-time  (Specify Hours) \_\_\_\_\_

Are you willing to work overtime? Yes  No  Date on which you can start work, if hired: \_\_\_\_\_

If hired, can you provide proof that you are legally eligible for employment in the U.S.? Yes  No

If not, what steps must be taken for you to begin employment lawfully? \_\_\_\_\_

Have you previously applied for employment with IOCC? Yes  No

If Yes, when and where did you apply? \_\_\_\_\_

Have you ever been employed by IOCC? Yes  No

If Yes, provide dates of employment, location and reason for separation from employment. \_\_\_\_\_

If applicable, below list any other names by which you have been known which may be necessary to allow us to confirm your work and educational record. For example, change of name, use of an assumed name, nickname, etc.

Do you have any commitments to any other employer which could affect your employment with IOCC if hired (for example, an employment agreement, a non-competition or non-solicitation agreement, etc.)? Yes  No

If yes, please explain:

Education	School Name and Location (City, State)	Course of Study or Major	Graduate? Y or N	# of Years Completed	Honors Received
High School					
College					
Graduate/ Professional					
Trade or Correspondence					

**WORK EXPERIENCE**

Please list the names of your present and/or previous employers in chronological order with present or most recent employer listed first. Provide information for at least the most recent ten (10) year period. Attach additional sheets if needed. If self-employed, supply firm name and business references. You may include any verifiable work performed on a volunteer basis, internships, or military service. Your failure to completely respond to each inquiry may disqualify you for consideration from employment. **Do not answer "see résumé."**

Employer

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<i>Name</i>	<i>Address</i>	<i>Type of Business</i>
Telephone ( ____ ) _____	Dates Employed From ____/____/____ To ____/____/____	
Job Title _____	Duties _____	
Supervisor's Name _____	May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No	If No, why not? _____
Reason for Leaving? _____		
What will this employer say was the reason your employment terminated? _____		
Were you ever disciplined? If so, for what? _____		
How much notice did you give when resigning? If none, explain. _____		

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Employer

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<i>Name</i>	<i>Address</i>	<i>Type of Business</i>
Telephone ( ____ ) _____	Dates Employed From ____/____/____ To ____/____/____	
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Supervisor's Name _____	May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No	If No, why not? _____
Reason for Leaving? _____		
What will this employer say was the reason your employment terminated? _____		
Were you ever disciplined? If so, for what? _____		
How much notice did you give when resigning? If none, explain. _____		

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Have you ever been terminated or asked to resign from any job?  Yes  No If Yes, how many times? \_\_\_\_\_

Has your employment ever been terminated by mutual agreement?  Yes  No If Yes, how many times? \_\_\_\_\_

Have you ever been given the choice to resign rather than be terminated?  Yes  No If Yes, how many times? \_\_\_\_\_

If you answered Yes to any of the above three questions, please explain the circumstances of each occasion.

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Briefly describe your qualifications for this position and any special skills or experience you possess which will be of special benefit in the position for which you are applying: \_\_\_\_\_

List any professional or occupational registration, licensure or certification you currently hold which may be applicable to the position for which you are applying and/or indicate whether you have ever had any related professional registration, license, or certification suspended, revoked or terminated: \_\_\_\_\_

**REFERENCES**

Please list the names of additional professional references we may contact who have worked with you in the past. Individuals with no prior work experience may list school or volunteer-related references.

NAME	POSITION	COMPANY	WORK RELATIONSHIP (i.e. supervisor, co-worker)	TELEPHONE/EMAIL

Please list the names of personal references (not previous employers or relatives) who you know that we may contact.

NAME	OCCUPATION	RELATIONSHIP	TELEPHONE	NUMBER OF YEARS KNOWN

**APPLICANT CERTIFICATION**

I understand that IOCC may now have, or may establish, a drug-free workplace or drug and/or alcohol testing program consistent with applicable federal, state, and local law. If IOCC has such a program and I am offered a conditional offer of employment, I understand that if a pre-employment (post-offer) unlawful drug and/or alcohol test is positive, the employment offer may be withdrawn where allowed by law. I agree to work under the conditions requiring a drug-free workplace, consistent with applicable federal, state, and local law. I also understand that all employees of the location, pursuant to IOCC's policy and federal, state, and local law, may be subject to urinalysis and/or blood screening or other medically recognized tests designed to detect the presence of alcohol or illegal or controlled drugs. If employed, I understand that alcohol and/or drug testing may be a condition of continual employment and I agree to undergo alcohol and drug testing consistent with IOCC's policies and applicable federal, state, and local law.

If employed by IOCC, I understand and agree that IOCC, to the extent permitted by federal, state, and local law, may exercise its right, without prior warning or notice, to conduct investigations of Company property (including, but not limited to, files, lockers, desks, vehicles, and computers) and, in certain circumstances, my personal property. I understand that I have no expectation of privacy in Company property.

I understand and agree that as a condition of employment and to the extent permitted by federal, state, and local law, I may be required to sign a confidentiality, restrictive covenant, and/or conflict of interest statement.

I understand and agree that if driving is a requirement of the job for which I am applying, my employment and/or continued employment is contingent on possessing a valid driver's license for the state in which I reside and automobile liability insurance in an amount equal to the minimum required by the state where I reside.

I certify that the information on this application, my resume, or any supporting documents I may present during any interview is and will be complete and accurate to the best of my knowledge. I understand that any falsification, misrepresentation, or omission of any information may result in disqualification from consideration for employment or, if employed, disciplinary action, up to and including termination.

**IOCC IS AN AT-WILL EMPLOYER WHERE ALLOWED BY APPLICABLE STATE LAW. THIS MEANS THAT REGARDLESS OF ANY PROVISION IN THIS APPLICATION, IF HIRED, THE COMPANY OR I MAY TERMINATE THE EMPLOYMENT RELATIONSHIP AT ANY TIME, FOR ANY REASON, WITH OR WITHOUT CAUSE OR NOTICE. NOTHING IN THIS APPLICATION OR IN ANY DOCUMENT OR STATEMENT, WRITTEN OR ORAL, SHALL LIMIT THE RIGHT TO TERMINATE EMPLOYMENT AT-WILL. NO OFFICER, EMPLOYEE OR REPRESENTATIVE OF THE COMPANY IS AUTHORIZED TO ENTER INTO AN AGREEMENT—EXPRESS OR IMPLIED—WITH ME OR ANY APPLICANT FOR EMPLOYMENT FOR A SPECIFIED PERIOD OF TIME UNLESS SUCH AN AGREEMENT IS IN A WRITTEN CONTRACT SIGNED BY THE CHIEF EXECUTIVE OFFICER OF IOCC.**

**IF HIRED, I AGREE TO CONFORM TO THE LAWFUL RULES AND REGULATIONS OF IOCC, AND I UNDERSTAND THAT IOCC HAS COMPLETE DISCRETION TO MODIFY SUCH RULES AND REGULATIONS AT ANY TIME, EXCEPT THAT IT WILL NOT MODIFY ITS POLICY OF EMPLOYMENT AT-WILL UNLESS SUCH AGREEMENT IS SIGNED BY THE CHIEF EXECUTIVE OFFICE OF IOCC.**

I authorize IOCC and/or its agents to confirm all statements contained in this application and/or résumé as it relates to the position I am seeking, to the extent permitted by federal, state, or local law. I agree to complete any requisite authorization forms for the background investigation which may be permitted by federal, state and/or local law. I certify that I have received a separate written notification that IOCC may obtain consumer reports (for example, criminal history, driving records, etc.) on me for use in connection with my Application (where allowed by law) and, if I am hired, my employment, unless otherwise prohibited by state, local, or federal law.

**I AUTHORIZE AND CONSENT TO, WITHOUT RESERVATION, ANY PARTY OR AGENCY CONTACTED BY THIS EMPLOYER (INCLUDING ANY AND ALL PRIOR EMPLOYERS OF MINE) TO FURNISH INFORMATION REGARDING MY PREVIOUS EMPLOYMENT HISTORY AND/OR ANY OF THE ABOVE-MENTIONED INFORMATION.** I hereby release, discharge, and hold harmless, to the extent permitted by federal, state, and local law, any party delivering information to IOCC or its duly authorized representative pursuant to this authorization from any liability, claims, charges, or causes of action which I may have as a result of the delivery or disclosure of the above requested information. I hereby release from liability IOCC and its representative for seeking such information and all other persons, corporations, or organizations furnishing such information. Further, if hired, I authorize IOCC to provide truthful information concerning my employment to future employers and hold IOCC harmless for providing such information.

If hired by IOCC, I understand that I will be required to provide genuine documentation establishing my identity and eligibility to be legally employed in the United States by IOCC. I also understand that IOCC employs only individuals who are legally eligible to work in the United States.

**This application will be considered active for a maximum of sixty (60) days. If you wish to be considered for employment after that time, you must reapply.**

**I CERTIFY THAT ALL OF THE INFORMATION THAT I HAVE PROVIDED ON THIS APPLICATION IS TRUE, ACCURATE, AND COMPLETE.**

**DO NOT SIGN UNTIL YOU HAVE READ ALL OF THE INFORMATION CONTAINED IN THE APPLICATION.**

**Applicant Signature** \_\_\_\_\_ **Date** \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

If the applicant is a minor, the foregoing release and consent must be signed by the applicant's parent or legal guardian. Signature by the applicant's parent or legal guardian constitutes acknowledgement by the applicant and the parent or legal guardian that the Company, to the extent permitted by federal, state, and local law, can test the applicant for illegal or controlled substances, conduct inspections of property without notice, and communicate test results to Company personnel who need to know, the applicant, and the applicant's legal guardian.

**Parent/Legal Guardian** \_\_\_\_\_

**Witness** \_\_\_\_\_

**FOR MARYLAND APPLICANTS ONLY: UNDER MARYLAND LAW, AN EMPLOYER MAY NOT REQUIRE OR DEMAND, AS A CONDITION OF EMPLOYMENT, PROSPECTIVE EMPLOYMENT, OR CONTINUED EMPLOYMENT, THAT AN INDIVIDUAL SUBMIT TO OR TAKE A LIE DETECTOR, POLYGRAPH, OR SIMILAR TEST. AN EMPLOYER WHO VIOLATES THIS LAW IS GUILTY OF A MISDEMEANOR AND SUBJECT TO A FINE NOT EXCEEDING \$100.** I have read and understand the above statement.

**Applicant Signature** \_\_\_\_\_ **Date** \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_