



Synergy Services, Inc.  
HUMAN RESOURCES

***APPLICATION FOR EMPLOYMENT***

TO ALL APPLICANTS: Please complete this form in detail. The law prohibits discrimination based on age, sex, religion, race, color, national origin and disability. Attach a separate sheet if more space is needed to provide the requested information.

**PERSONAL INFORMATION**

Date \_\_\_\_\_

Name \_\_\_\_\_ Social Security Number \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
(Last) (First) (Middle)

Present Address \_\_\_\_\_  
(Street) (City) (County) (State) (Zip)

Permanent Address \_\_\_\_\_  
(Street) (City) (County) (State) (Zip)

Home Phone ( ) \_\_\_\_\_ Business Phone ( ) \_\_\_\_\_

Whom may we contact if you cannot be reached?

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Complete Address \_\_\_\_\_ Phone ( ) \_\_\_\_\_

If related to anyone in our employ, state name and location: \_\_\_\_\_

Referred by:  School  Advertisement  Self  Job Line  Employment Agency  Other

Are you a citizen of the U.S.A. or otherwise lawfully authorized to work in the U.S.?  Yes  No  
Are you over the age of 21?  Yes  No (Note: For State licensing requirements, employees must be 21 years of age or older to work within our residential facilities.)

May we contact your present employer?  Yes  No  
Are you currently on lay-off status and subject to recall?  Yes  No  
Have you ever been convicted of a felony?  Yes  No If yes, give details \_\_\_\_\_

**EMPLOYMENT DESIRED**

Position Title Applied For: \_\_\_\_\_ Date Available to Work: \_\_\_\_\_

Salary Desired: \_\_\_\_\_ Prefer:  Full time  Part time  Temporary

Prefer:  Days  Evenings  Overnights Location Desired: \_\_\_\_\_

Have you worked for Synergy Services, Inc. before?  Yes  No If yes, when \_\_\_\_\_

\*\*Note: Former clients, or his/her representative, are not eligible for employment within two years of services rendered for confidentiality reasons. This only applies to positions at Agency sites where direct client service is provided.

**EDUCATION**

High School (name and location) \_\_\_\_\_ Diploma or Equivalency \_\_\_ Yes \_\_\_ No

For Undergraduate/Graduate/Technical (Name of school/ location—list all attended)	Years Completed	Major Subject	Degree Granted/ Expected - Date	GPA
			-	
			-	
			-	
			-	
			-	

Describe any specialized training, apprenticeship, certification and/or skills: (Use back of form if necessary)

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

List Professional/Civic Organizations that you are associated with that pertain to the position applied for:

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

**BUSINESS REFERENCES** (List references we may contact who are qualified to evaluate your work abilities)

Name	Address and Phone No.	Company Name and Phone No.	Yrs. Acquainted
1.)			
2.)			
3.)			

**FORMER EMPLOYERS** (List employers for the last 5 years starting with the most recent)

Date MO/YR	Name & Address of Employer	Supervisor's Name/Title	Salary	Last Position Title/ Work Duties	Reason for Leaving
From:					
To:					
From:					
To:					
From:					
To:					
From:					
To:					

**APPLICANT’S STATEMENT, ACKNOWLEDGMENT AND AGREEMENT**

**You must read the following statements and agreements and by signing your name, you acknowledge that you have read, understand and agree to all statements and agreements.**

- (1) I certify that this application was completed by me and that all entries on it and information in it are true and complete to the best of my knowledge.
- (2) I authorize investigation of all statements made in this application. I understand and agree that any misrepresentation or omission of fact for any information requested is cause for dismissal regardless of when it is discovered.
- (3) I agree, in the event and in consideration of my employment by Synergy Services, Inc.:
  - (a) To conform to the rules, practices and policies of Synergy Services, Inc. and I understand that my employment and compensation with Synergy Services, Inc. may be terminated with or without notice, at any time, at the option of Synergy Services, Inc. or myself.
  - (b) To keep confidential all information, records, documentations, data, undisclosed location of certain Synergy Services, Inc. locations, methods, and processes in possession of or in use by Synergy Services, Inc. as owner, licensee, or permittee, or otherwise, which I may obtain or have knowledge of because of my employment with Synergy Services, Inc. and except as required by my employment not to remove from the property of Synergy Services, Inc. any of the above items, matters and things relating to or dealing with any business of Synergy Services, Inc., or make copies thereof, of such items, matters and things, whether made by me or by others, being recognized as the property of Synergy Services, Inc., and not to be used for my own or another’s benefit or communicated to another either before or after termination of my employment with Synergy Services, Inc., without the written consent of Synergy Services, Inc.
  - (c) I acknowledge that Synergy Services, Inc. and/or its agents may investigate any information that it believes is business relevant including, but not limited to, employment history, educational background, criminal records, child abuse/neglect screening, police screening and driving record. I release any employers and persons named herein from all liability for any and all damages resulting from the furnishing and release of such information.

I also authorize my former employers, schools and personal references to provide any information that would be relevant to performing the position they may have regarding me, whether or not it is in their records. I hereby release them and their company from all liability for divulging same.

4. I understand that Synergy Services, Inc. is committed to a drug-free work place. I agree to participate in pre-employment substance abuse testing, the results of which will be provided to Synergy Services, Inc. A satisfactory test result will be a condition for employment.

**The undersigned acknowledges that by signing in the space provided below that he (she) has read the above statements and agreements and understands and agrees to the same.**

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