

SYNERGY SERVICES, INC. EMPLOYMENT APPLICATION

TO ALL APPLICANTS: Please complete this form in detail. The law prohibits discrimination based on race/ethnicity, religious creed, ancestry, color, sex, disability, national origin, age, marital status, political belief, sexual orientation, gender identity, gender expression, genetic testing and screening information, covered veterans status or any other classification protected by applicable discrimination laws. Attach a separate sheet if more space is needed to provide the requested information.

1. PERSONAL INFORMATION

Name (Last) (First) (Middle) Social Security Number Date
 Present Address (Street) (City) (County) (State) (Zip)
 Permanent Address (Street) (City) (County) (State) (Zip)
 Home Phone () Business Address ()
 Whom may we contact if you cannot be reached? Name

Complete Address Phone No. ()
 If related to anyone in our employ, state name and location Referred by ___ School ___ Advertisement
 ___ Self ___ Job Line
 ___ Empl. Ag. ___ 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 _____

2. EMPLOYMENT DESIRED

Position Title Applied For: Date Available Salary desired: _____
 to work: _____
 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.

3. EDUCATION

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

For Undergraduate/Graduate/Technical (Name of school and location – list all attended)	Years Completed	Major Subject	Date Degree Graduated	Degree Granted/Expected	Degree GPA
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Describe any specialized training, apprenticeship, certification and/or skills: _____

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

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

Name	Address and Phone No.	Company Name Work Number	Yrs. Acquainted
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5. **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	Last Position Title Work Duties	Reason Leaving
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From

To

From

To

From

To

From

To

6. 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's**
Signature _____