

PLEASE PRINT AND MAIL OR FAX

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**PERSONAL**

Name \_\_\_\_\_  
(Last) (First) (Middle)

Address \_\_\_\_\_  
(Street) (City) (State) (Zip Code)

Telephone \_\_\_\_\_ Social Security Number \_\_\_\_\_  
(Area Code)

Additional Phone Number \_\_\_\_\_ E-Mail \_\_\_\_\_

Have you ever been convicted of a felony in the last seven years?  Yes  No Explain Felony \_\_\_\_\_

Are you a citizen of the United States?  Yes  No \_\_\_\_\_

**JOB INTERESTS/SKILLS**

Position(s) applied for \_\_\_\_\_ Salary Desired \_\_\_\_\_

Have you applied for a position here before?  Yes  No If yes, when? \_\_\_\_\_

Type of employment requested  Full Time  Part Time  Temporary  Summer

Date you could begin working \_\_\_\_\_ Are You Willing to Travel?  Yes  No

How were you referred to Adaptive? \_\_\_\_\_

Certifications Completed \_\_\_\_\_

What languages do you speak? \_\_\_\_\_

**EDUCATION**

TYPE OF SCHOOL	NAME AND LOCATION	COURSE OF STUDY	# OF YEARS	GRADE AVERAGE	MAXIMUM GRADE	DEGREE, DIPLOMA, CERTIFICATE AND HONORS RECEIVED
HIGH SCHOOL						
COLLEGE OR UNIVERSITY						
OTHER EDUCATION						
OTHER EDUCATION						

**EMPLOYMENT HISTORY (LIST MOST RECENT FIRST)**

1. Name of Employer \_\_\_\_\_  
Address \_\_\_\_\_  
*(Street) (City) (State) (Zip Code)*  
Supervisor and Title \_\_\_\_\_ Your Title \_\_\_\_\_  
Employed From \_\_\_\_\_ To \_\_\_\_\_ Starting Salary \_\_\_\_\_ Ending Salary \_\_\_\_\_  
Work Performed \_\_\_\_\_  
Reason for leaving \_\_\_\_\_

2. Name of Employer \_\_\_\_\_  
Address \_\_\_\_\_  
*(Street) (City) (State) (Zip Code)*  
Supervisor and Title \_\_\_\_\_ Your Title \_\_\_\_\_  
Employed From \_\_\_\_\_ To \_\_\_\_\_ Starting Salary \_\_\_\_\_ Ending Salary \_\_\_\_\_  
Work Performed \_\_\_\_\_  
Reason for leaving \_\_\_\_\_

3. Name of Employer \_\_\_\_\_  
Address \_\_\_\_\_  
*(Street) (City) (State) (Zip Code)*  
Supervisor and Title \_\_\_\_\_ Your Title \_\_\_\_\_  
Employed From \_\_\_\_\_ To \_\_\_\_\_ Starting Salary \_\_\_\_\_ Ending Salary \_\_\_\_\_  
Work Performed \_\_\_\_\_  
Reason for leaving \_\_\_\_\_

**REFERENCES**

<i>Name</i>	<i>Relationship</i>	<i>Home Phone</i>	<i>Daytime Phone</i>

**ACKNOWLEDGEMENT**

I certify that the facts contained in this application are true and complete to the best of my knowledge and understand that, if employed, falsified statements on this application shall be grounds for dismissal. I authorize investigation of all statements contained herein and the references listed above to give you all information concerning my previous employment and any pertinent information they may have, personal or otherwise, and release the company from all liability for any damage that may result from utilization of such information. I acknowledge that Jefferson Associates, Inc. has advised me that a standard reference check may be performed and/or an investigation which will result in inquiries into information about my character, and general reputation. I hereby authorize you to perform such a report. I further state that I have no encumbrances, including Non-Compete Agreements, that could preclude me working for Jefferson Associates, Inc. I also understand and agree that no representative of the company has any authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the foregoing, unless it is in writing and signed by an authorize company representative.

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_