



# Paragon Enterprises Inc

## APPLICATION FOR EMPLOYMENT

(Equal Opportunity Employer)

### GENERAL

Name \_\_\_\_\_ Social Security No. \_\_\_\_\_

Address \_\_\_\_\_

Email Address: \_\_\_\_\_

Telephone (\_\_\_\_\_) \_\_\_\_\_ Cell Phone (\_\_\_\_\_) \_\_\_\_\_

Date Available for Employment \_\_\_\_\_

If employed and under 18, can you furnish a work permit?  YES  NO

Have you ever been employed by this company?  YES  NO

Are you employed now?  YES  NO

May we contact your present employer?  YES  NO

If yes, give name: \_\_\_\_\_

Are you a citizen of the United States or legally authorized to work in the United States?  YES  NO

This job requires fluent speaking and writing in English. Can you meet this requirement?  YES  NO

Are you fluent in any language(s) in addition to English?  YES  NO

If yes, please give language(s) \_\_\_\_\_

This job requires a valid drivers license. Do you have a valid drivers license? License # \_\_\_\_\_  YES  NO

Can you perform the essential functions of the job(s) for which you are applying?  YES  NO

Are you available to work  FULL-TIME  PART-TIME  OVER-TIME

Have you ever been convicted of or pled guilty or no contest (nolo contendere) to a crime, including traffic violations other than minor traffic violations?  YES  NO

If yes, explain number of conviction(s), nature of offense(s) leading to conviction(s), date(s) of conviction(s) and sentence(s) imposed. (Answering "yes" to this question does not necessarily disqualify you for employment.)

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

Do you have any commitments to another employer, previous employer or other person or entity that might affect your employment with us?  YES  NO

If yes, please explain \_\_\_\_\_

***This company is an equal employment opportunity employer. All applicants will be considered without regard to age, color, national origin, religion, disability, sex, or other protected status in accordance with applicable federal and state equal employment opportunity laws. This company will strive to accommodate any physical or mental limitations of employees or applicants in order to accomplish the essential functions of the job.***



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## EDUCATION

School Name & Address	<u>Secondary</u>				<u>College</u>				<u>Graduate</u>				<u>Technical School</u>			
	9	10	11	12	1	2	3	4	1	2	3	4	1	2	3	4
Years Completed																
Course of Study	_____															

## ASE CERTIFICATION(S), OTHER CERTIFICATION(S), DEGREES:

List ASE certifications, other certifications or degrees received.

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## SPECIAL SKILLS, QUALIFICATIONS AND CONSIDERATIONS:

Summarize special skills and qualifications, volunteer activities, military experience, employment or other activities related to the job you are seeking.

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## REFERENCES

List at least three (3) non-relatives who are familiar with your qualifications and actual work history and ability.

Name	Occupation/Relationship	Yrs Known	Telephone
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____



# Paragon Enterprises Inc

## EMPLOYMENT EXPERIENCE

Employer _____	Supervisor's Name _____
Address _____	Your Job Position _____
Telephone Number _____	Employed from _____ (mo/yr) to _____ (mo/yr)
Your Salary: Starting/Ending _____	Duties _____
What did you like most about your job? _____	
_____	
Reason for Leaving _____	
_____	

Employer _____	Supervisor's Name _____
Address _____	Your Job Position _____
Telephone Number _____	Employed from _____ (mo/yr) to _____ (mo/yr)
Your Salary: Starting/Ending _____	Duties _____
What did you like most about your job? _____	
_____	
Reason for Leaving _____	
_____	

Employer _____	Supervisor's Name _____
Address _____	Your Job Position _____
Telephone Number _____	Employed from _____ (mo/yr) to _____ (mo/yr)
Your Salary: Starting/Ending _____	Duties _____
What did you like most about your job? _____	
_____	
Reason for Leaving _____	
_____	

**(Use Reverse Side if More Space is Needed)**



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**PLEASE READ THE FOLLOWING STATEMENTS CAREFULLY BEFORE SIGNING THIS APPLICATION. ONLY THOSE APPLICATIONS THAT ARE SIGNED AND DATED ARE CONSIDERED VALID. IF YOU HAVE ANY QUESTIONS REGARDING THIS STATEMENT, PLEASE ASK THEM BEFORE SIGNING.**

I certify that all answers and statements I have made on this application (and resume or other supplementary materials) are true and complete without omissions. I understand that any false information will result in a refusal to hire or immediate discharge if I am employed. I authorize any of the persons or organizations named in this application to give you complete information and records regarding my employment, education, character and qualifications.

\_\_\_\_\_ (Initials of Applicant)

If hired I will be responsible for familiarizing myself with all rules and regulations of Paragon Enterprises Inc. as they presently exist or are later modified. *If hired, I understand my employment can be terminated, at the discretion of the company or at my option, without notice, at any time, except as specifically stated in a current individual employment agreement, which I have entered into with the company.*

\_\_\_\_\_ (Initials of Applicant)

I also understand that no representative of Paragon Enterprises Inc. has any authority to enter into any employment agreement for any specified period of time or to assure me of any future position, benefits or terms and conditions of employment, except as specifically stated in a current written agreement signed by the President or Vice President.

\_\_\_\_\_ (Initials of Applicant)

I understand this application is not an offer of employment and no promises or representations of employment have been made to me at this time.

\_\_\_\_\_ (Initials of Applicant)

By signing below, I authorize Paragon Enterprises Inc. to investigate all statements contained in this employment application as they may deem necessary in arriving at an employment decision. I further authorize Paragon Enterprises Inc. to order one or more consumer reports containing financial, driving record, and/or other information about me from a consumer reporting agency. I understand that the consumer report(s) will be requested and used for the purpose of evaluating me for employment, promotions, transfers, and/or retention as an employee.

\_\_\_\_\_ (Initials of Applicant)

This Application should be filled out fully. This Application will expire thirty (30) days after its date. If you are still interested in a position after thirty (30) days, a new application must be filed. The applicant has been advised that if he/she is employed, it will be necessary for Paragon Enterprises to have a copy of documents that are legally sufficient to prove the applicant's right to work in the United States. Circumstances may arise during employment making it necessary, in the judgment of Paragon Enterprises, Inc. for an employee to submit to a search or to take a job-related drug or alcohol examination, which will be conducted at Paragon Enterprises' expense. Applicant understands and agrees that acceptance of employment constitutes the applicant's agreement to submit to such searches and examination as a condition of continued employment, if requested to do so by Paragon Enterprises, Inc.

\_\_\_\_\_ (Initials of Applicant)

**I have read, understand, and agree with the above.**

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date



# Paragon Enterprises Inc

## NOTICE BEFORE ORDERING CONSUMER REPORT

### Disclosure

Paragon Enterprises, when considering your application for employment, when making a decision whether to offer you employment, when deciding whether to continue your employment (if you are hired), and when making other employment related decisions directly affecting you, may wish to obtain and use a "consumer report" from a "consumer reporting agency." These terms are defined in the Fair Credit Reporting Act ("FCRA"), which applies to you. As an applicant for employment or employee of Paragon Enterprises, you are a "consumer" with rights under the FCRA.

A "consumer reporting agency" is a person or business which, for monetary fees, dues or on a cooperative nonprofit basis, regularly assembles or evaluates consumer credit information or other information on consumers for the purpose of furnishing "consumer reports" to others, such as Paragon Enterprises.

A "consumer report" is any written, oral or other communication of any information by a "consumer reporting agency" bearing on a consumer's credit worthiness, credit standing, credit capacity, character, general reputation, personal characteristics or mode of living which is used or collected for the purpose of serving as a factor in establishing the consumer's eligibility for employment purposes.

If Paragon Enterprises obtains a "consumer report" about you, and if Paragon Enterprises considers any information in the "consumer report" when making an employment related decision that directly and adversely affects you, you will be provided with a copy of the "consumer report." You will also be informed that the consumer reporting agency did not make the employment related decision and is unable to provide you the specific reasons why the decision was made. You will have the right to dispute with the consumer reporting agency the accuracy or completeness of any information in the consumer report furnished by the agency. You also may contact the Federal Trade Commission about your rights under the FCRA as a "consumer" with regard to "consumer reports" and "consumer reporting agencies."

### Authorization

By signing below, I, \_\_\_\_\_, hereby voluntarily authorize Paragon Enterprises to obtain "consumer reports" about me from a "consumer reporting agency" and to consider the "consumer reports" when making decisions regarding my employment at Paragon Enterprises. I understand that I have rights under the Fair Credit Reporting Act, including the rights discussed above.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness' Name

\_\_\_\_\_  
Date