

ShaLaw Staffing, Inc  
Indianapolis, IN 46254  
Phone: 317-820-8838  
Email: [Relations@ShaLawStaffing.co](mailto:Relations@ShaLawStaffing.co)

## EMPLOYMENT APPLICATION

ShaLaw Staffing, Inc. is an equal opportunity employer. Applicants are considered for employment without regard to race, color, religion, sex, age, disability, national origin, or any other basis prohibited by law, unless such basis constitutes a bona fide occupational qualification. ShaLaw Staffing, Inc. will comply with its legal obligation to provide reasonable accommodation to qualified individual with disabilities.

Date of Application:

Position Applying For:

First Name:

Middle Name:

Last Name:

Email:

Phone:

Birth Date:

Address 1:

Address 2:

City, State, Zip:

Are you available to work:      Full-Time      Part-Time      Temporary      Not Selected

Are you willing to travel if necessary?

Date you are available to start:

Are you legally authorized to work in the United States?

Are you 18 years old or older?

Will you now or in the future require sponsorship for employment visa status (e.g. H-1B visa status)?

Have you been convicted or pled guilty to any felony or misdemeanor other than a minor traffic-related infraction?

(A conviction or plea will not necessarily disqualify you from consideration for employment. The effect of a conviction will be assessed with respect to time, circumstances, seriousness of the offense, and job responsibilities and duties. However, your failure to list a conviction will disqualify you from consideration for employment or will result in termination if subsequently discovered.)

If yes, state the nature of the conviction or plea, date, and explain.

## Education

School Name	City, State	Number Of Years Completed	Graduated?	Courses/Degrees
High School				
College, University, Business, or Trade				

List any specific job-related skills, software, or qualifications.

List any specific accomplishments, including memberships in professional, trade, business, or civic organizations and any offices held, publications, awards, or any additional information you would like us to consider.

## Professional References

List the company name and address, reference name and telephone number or email a minimum of **(2)** professional references that are not related to you.

Company Name	Address, City, State	Reference Name	Phone	Email
1				
2				
3				

## Employment Records

Starting with your present or most recent job, list all of your employment experience for at least the last 10 years. You may include job-related military service assignments and volunteer activities that reflect your qualifications for employment. Explain any gaps in employment in the Comments section below.

Most Recent Employer Name:

Address:

City, State, Zip:

Phone:

Job Title:

Supervisor:

Start Date:

End Date:

Ending Salary:

Job Responsibilities:

Reason For Leaving:

May we contact this employer?

Next Employer Name:

Address:

City, State, Zip:

Phone:

Job Title:

Supervisor:

Start Date:

End Date:

Ending Salary:

Job Responsibilities:

Reason For Leaving:

May we contact this employer?

Next Employer Name:

Address:

City, State, Zip:

Phone:

Job Title:

Supervisor:

Start Date:

End Date:

Ending Salary:

Job Responsibilities:

Reason For Leaving:

May we contact this employer?

If there are any gaps in your employment history, please explain below.

## **Applicant's Statement**

Please indicate that you have read and understand each paragraph of the Applicant's Statement by placing your initials beside each paragraph below.

I certify that this application was completed by me and that all entries and information in it are TRUE and COMPLETE to the best of my knowledge. I understand that false, misleading or omitted information in my application may result in the rejection of my application, the revocation of an offer of employment, or discharge.

I authorize the investigation of all statements contained in this application as may be necessary in arriving at an employment decision. I understand that an investigation may be made and information may be obtained through interviews with professional references and past employers, through a credit check, a criminal history check and/or a driver's record check. This inquiry may include information as to, among other things, my character, general reputation and personal characteristics, as well as information about my work performance and workplace conduct. I consent to this investigation and to the consideration of any statements of references, former employers or others that are given in response to the inquiry. If ShaLaw Staffing, Inc. decides to obtain a consumer credit report, I understand that employer will provide, at my request, the name and address of the reporting agency so I may obtain from such reporting agency the nature and substance of information contained in such report.

I hereby release all parties, including but not limited to ShaLaw Staffing, Inc., professional references and previous employers, from liability for any injury or damage that may result from their furnishing information concerning me or any action ShaLaw Staffing, Inc. takes on the basis of such information.

I understand that, if I am offered a job, as a condition of beginning my employment, I may be required to undergo a physical examination, background check and drug screen, and I hereby authorize any doctor, hospital, clinic, laboratory and/or other medical facility to furnish any medical information with reference to me as may be necessary in conjunction with that examination and related considerations.

I understand that, according to federal law, all individuals who are hired must, as a condition of employment, produce certain documentation to verify their identity and United States citizen status or, if aliens, their legal authorization to work in the United States. As a consequence, I understand that any offer of employment to me is contingent upon my ability to produce the required documentation within the time period required by law.

I understand that this application is not, and is not intended to be, a contract of employment and that any resulting employment is for no fixed period of time and is terminable at anytime and for any reason by me or by ShaLaw Staffing, Inc. I further understand that statements which may be contained in policies, practices, handbooks or other material do not create any guarantee of employment and that ShaLaw Staffing, Inc. has the right to modify, amend or terminate policies, practices, benefit plans or other programs within the limits and requirements imposed by law. I understand that no representative of ShaLaw Staffing, Inc., other than an officer, has the authority to enter into any agreement for any specific period of time or to make any agreement contrary to the foregoing and that any such agreement must be in writing to be binding.

I understand that, upon employment, I will sign an agreement relating to confidential information and waiver of benefits, if required.

I certify that I am not bound by any employment contract or non-competition agreement that would be breached by any employment that might be offered to me by the Company, nor am I in possession of nor will I at anytime reveal to the Company, under any circumstances, any proprietary or confidential information that is the subject of any contract, non-disclosure agreement or prior work relationship involving any other person or entity.

You have previously reviewed and agreed to the Terms and Conditions of the Employment Application. By checking the "I Accept And Sign" box and typing your name on the Signature line below, you are signing this Application electronically. You agree that your typed signature is the legal equivalent of your physical signature on this Application and to be legally bound by the Application and all its terms and conditions.

I Accept And Sign

Signature:

Date:

