

# APPLICATION FOR EMPLOYMENT



VAUGHAN GROUP, LTD.

CENTURION PARTNERS, LLC

**APPLICANTS FOR ALL POSITIONS ARE EVALUATED WITHOUT REGARD TO RACE, COLOR, RELIGION, CREED, GENDER, GENDER IDENTIFICATION, ORIGIN, AGE, DISABILITY, MARITAL OR VETERAN STATUS, SEXUAL ORIENTATION AND ANY OTHER LEGALLY PROTECTED STATUS.**

Please Print

Position applied for				Date of application		
Last name		First name		Middle name		
Address	Number	Street	City	State	Zip Code	
Telephone Number(s)		e-mail address		Social security number		

<b>Type of employment (<i>Circle Answer</i>)</b>	<b>Full time</b>	<b>Part time</b>	<b>Seasonal</b>	
			Yes	No
Have you been known by any other name(s)				
If Yes, please list _____				
Have you lived in any other state the past 10 years; if yes specify _____			Yes	No
If you are under 18 years of age, can you provide proof of eligibility to work			Yes	No
Do you have a valid driver's license			Yes	No
Has your driver's license ever been suspended			Yes	No
If Yes, explain circumstances _____				
Are there currently points against your license			Yes	No
If Yes, state how many points _____				
Do you have reliable transportation			Yes	No
Do you speak a foreign language; if yes specify language _____				
Have you ever been employed with us			Yes	No
Are you currently employed			Yes	No
May we contact your present employer			Yes	No
Are you prevented from lawfully becoming employed in the US due to visa or immigration status			Yes	No
<b><u>Proof of citizenship or documented legal immigration status is required</u></b>				
What date would you be available for work? _____				
Are you currently on lay-off status and subject to recall?			Yes	No
Can you travel if the job requires it?			Yes	No
Have you served or do you now serve in any branch of the United States Military			Yes	No
If Yes, specify branch, MOS, rank and years of service _____				
_____				
Have you been convicted of any crime (except minor traffic violations)			Yes	No
<b><i>Conviction will not necessarily disqualify an applicant from employment</i></b>				
If yes, state the conviction(s) and briefly describe the circumstances _____				
_____				
_____				
Have you been a plaintiff or a defendant in a lawsuit within the last 7 years?			Yes	No
If yes, briefly describe the circumstances and disposition _____				
_____				

We are an equal opportunity employer

## EDUCATION

High School	Name and address of school	Course of study	Years completed	Diploma degree
Technical or Business school				
Undergraduate College				
Graduate/ Professional				
Other (Specify)				

## EMPLOYMENT EXPERIENCE

### Current or Most Recent Employment

Employer	Dates Employed		Describe duties
Address	from	To	
Telephone Number(s)	Salary		
Job title	starting	final	
Reason for leaving			

### Previous Employment

Employer	Dates Employed		Describe duties
Address	from	To	
Telephone Number(s)	Salary		
Job title	starting	final	
Reason for leaving			

Employer	Dates Employed		Describe duties
Address	from	To	
Telephone Number(s)	Salary		
Job title	starting	final	
Reason for leaving			

If you require more space, complete *Supplemental Information Form*

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**ADDITIONAL INFORMATION**

**Professional Licenses or Certifications**

Do you possess a professional license(s) or certificate(s) required for the position	Yes	No
Is your license in good standing as of the date of this application?	Yes	No
Has your license ever been revoked or suspended?	Yes	No
If yes, please explain _____		

Profession or trade	Licensing agency	License number	Date issued
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**Professional, trade, Business/Civic Activities or Awards You Wish Us To Consider**

_____ _____ _____
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**Additional Relevant Skills or Qualifications**

_____ _____ _____ _____
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**References**

**Reference 1**

Name	Telephone Number (    )
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Relation to you
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**Reference 2**

Name	Telephone Number (    )
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Relation to you
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**Reference 3**

Name	Telephone Number (    )
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Relation to you
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**Additional Information You Wish to Be Considered**

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APPLICANT HEREBY CERTIFIES, WARRANTS AND REPRESENTS THAT THE ALL OF THE INFORMATION PROVIDED BY APPLICANT IN THIS EMPLOYMENT APPLICATION IS TRUE AND ACCURATE IN ALL RESPECTS. APPLICANT UNDERSTANDS AND ACKNOWLEDGES THAT PROVIDING ANY FALSE, MISLEADING OR MATERIALLY INACCURATE INFORMATION ON THIS EMPLOYMENT APPLICATION WILL RESULT IN IMMEDIATE DISCIPLINARY ACTION UP TO AND INCLUDING TERMINATION FROM EMPLOYMENT.

\_\_\_\_\_ Date: \_\_\_\_\_  
**APPLICANT SIGNATURE**

Print Name: \_\_\_\_\_

**CONSENT, AUTHORIZATION, RELEASE AND HOLD HARMLESS  
TO BACKGROUND INVESTIGATION**

**Disclosure**

Vaughan Group, Ltd. ("VGL") conducts background investigations on all applicants for employment. The investigation involves obtaining information about you from various public and private sources. Applicant acknowledges, understands and agrees that a background investigation will be conducted in connection with this application for employment.

**Required Information**

Name \_\_\_\_\_  
Last First Middle Maiden

Date of Birth\* \_\_\_\_\_  
Month Day Year

\*Date of birth is requested exclusively for the purpose of accurate record retrieval.

**Consent, Authorization, Release and Hold Harmless**

I, \_\_\_\_\_, do hereby expressly consent to and fully authorize any representative of VGL to obtain, verify and exchange, presently and in the future, information or any reports concerning me as are maintained by any entity or person, including but not limited to city, county, state, federal law enforcement agencies, credit reporting agencies, and present or past employers. "VGL" shall mean and include Vaughan Group, Ltd., its officers, partners, directors, employees, agents, affiliates and related companies. I understand, acknowledge and agree that all information provided in my Employment Application is subject to verification by any representative, agent or vendor of VGL and consents and agrees to such verification. I understand and agree that VGL may consider any information obtained in its sole discretion as a factor in its decision on your employment, all of which is ongoing in the event you become an employee. Further, I hereby release and agree to hold harmless VGL, its past, present and future agents, owners, vendors affiliates, partners, officers, directors, employees, agents, and any entity or person providing information or reports in connection with your application from and against any and all claims, demands, suits, or expenses arising from or related to the solicitation, content, validity, or handling of said reports or information provided to VGL.

\_\_\_\_\_ Date: \_\_\_\_\_  
**APPLICANT SIGNATURE**

Print Name: \_\_\_\_\_

# SUPPLEMENTAL INFORMATION FORM

Applicant: \_\_\_\_\_

## ADDITIONAL EMPLOYMENT HISTORY

Employer	Dates Employed		Describe duties
Address	from	To	
Telephone Number(s)	Salary		
Job title	starting	final	
Reason for leaving			

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Telephone Number(s)	Salary		
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## ADDITIONAL REFERENCES

### Reference 4

Name	Telephone Number ( )
Relation to you	

### Reference 5

Name	Telephone Number ( )
Relation to you	