

APPLICATION FOR EMPLOYMENT

PLEASE READ BEFORE FILLING OUT THIS APPLICATION

This company does not discriminate in hiring or employment on the basis of any categories protected by State or Federal law. No question on this application is intended to secure information to be used for such discrimination.

The application will be given every consideration, but its receipt does not imply that the applicant will be employed.

Please answer every question. Use INK and PLEASE PRINT.

(FIRST) (MIDDLE) (LAST) (SOCIAL SECURITY NUMBER)

Address _____
(NUMBER) (STREET) (HOME TELEPHONE NUMBER)

(CITY) (STATE) (ZIP CODE) (BUSINESS TELEPHONE NUMBER)

LENGTH OF TIME AT THIS ADDRESS: _____

Have you been known by any other names? _____
(NAMES) (DATES)

List previous address if address changed during the past two years.

(STREET) (CITY) (STATE) FROM (DATE) TO

Type of work desired _____

Are you over 18 years of age? ___ Yes ___ No Date available for work _____

GENERAL INFORMATION

ACTUAL EXPERIENCE IN ANY OF THE FOLLOWING – Please check ✓

___ Typing skills >40wpm ___ Customer service ___ Microsoft Office ___ Writing/editing skills
___ Marketing ___ Sales ___ Data entry ___ Telephone skills ___ Internet/email proficiency
___ Leadership ___ Public speaking ___ Organizational skills ___ Proof reading ___ Maintaining files

What position do you know best? _____

Have you ever been denied a surety bond? ___ Yes ___ No

If yes, explain: _____

EDUCATION

Name	ADDRESS	MAJOR COURSE OR SUBJECT	CIRCLE LAST YEAR COMPLETED	LAST ATTENDED MONTH & YEAR	DEGREE
High School or Preparatory				XXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXX	Yes No
Business School			1 2 3 4		
College			1 2 3 4		
Graduate Work			1 2 3 4		

List scholastic honors, offices held, and activities in high school and college:

Are you planning to pursue further studies ___Yes ___No ___Day school ___Night school

EMPLOYMENT RECORD

Starting with **PRESENT** or **MOST RECENT**, list all previous employers. Include self-employment, summer and part-time jobs.

Name and Address of Employer	Dates Employed		Salary		Reason for leaving
Company Name	From Mo. & Yr.	To Mo. & Yr.	Starting	Leaving	
Number and Street					
City, State and Zip Code					

Position & Duties: _____

Name and Address of Employer	Dates Employed		Salary		Reason for leaving
Company Name	From Mo. & Yr.	To Mo. & Yr.	Starting	Leaving	
Number and Street					
City, State and Zip Code					

Position & Duties: _____

Name and Address of Employer	Dates Employed		Salary		Reason for leaving
Company Name	From Mo. & Yr.	To Mo. & Yr.	Starting	Leaving	
Number and Street					
City, State and Zip Code					

Position & Duties: _____

Name and Address of Employer	Dates Employed		Salary		Reason for leaving
Company Name	From Mo. & Yr.	To Mo. & Yr.	Starting	Leaving	
Number and Street					
City, State and Zip Code					

Position & Duties: _____

(If you need more space, please attach a separate sheet of paper.)

If you are now employed, may we contact your present employer? ___ Yes ___ No

REFERENCES

Please do not list relatives or personal friends.

Name	Occupation	Address City & State	Phone Number	Number of years these persons have know you

There are (2) signatures required on this application. Each one covers an important part of the job-related information, and of your future employment, if you are hired. They are separate in order to emphasize each issue. You are urged to carefully read each before signing.

(If you have any questions, please ask the person who is taking this application.)

REFERENCE AUTHORIZATION

I understand that references will be contacted, and that appropriate work-related references are not limited to those listed in my application.

I authorize Two Bicycles and a Map, Ltd., to contact and secure information about my educational background, work experience and to secure records of licensing, administrative, regulatory or any other governmental agency, and to contact any other relevant information source. I hereby release Two Bicycles and a Map, Ltd., its subsidiaries, officers and agents from liability for seeking such information, and all other persons, schools, corporations or organizations for furnishing such information.

Date

Signature

In processing this employment application, we may request that an investigative consumer report be prepared, which may include information as to your employment, finances and general reputation. You have the right to request that we completely and accurately disclose to you the nature and scope of the investigative requested. Such a request must be made in writing to this company within a reasonable time after you complete this application.

CERTIFICATION OF TRUTHFULNESS & UNDERSTANDING OF EMPLOYMENT –AT-WILL

I certify that the facts in this application are true and I understand that any false or misleading statements, or omissions on this application may result in rejection of this application or, if hired, in discharge.

I understand that Two Bicycles and a Map, Ltd., is an **Employer-at-Will**, which means that if employed, my employment is for no definite period, and may be terminated at the will of myself or my employer at any time, without notice, for any reason, or for no reason. No employee of the company is authorized to promise me anything contrary to what is stated in this paragraph, and I may not rely on any such representations.

I also understand that all rules manuals, employee handbooks, or personnel policies are descriptive only. They do not form any sort of contract between myself and the employer, and they may be unilaterally changed, or not applied as the employer believes to be in the best interest of the company at the time.

Date

Signature