

**AUTHORIZATION FOR REFERENCE CHECK**

I am applying for employment with Special Service Partners Corporation. I hereby authorize any and all persons (including any and all employers with whom I have been employed, schools that I have attended and organizations with which I have been connected) to release any and all information they have about me to Special Service Partners Corporation. This includes all of my personnel records with prior employers and any information about my performance during my employment with them and also includes all of my transcripts from any schools that I have attended. I hereby release all persons, companies, schools and organizations (and all persons connected with them) who provide such information to Special Service Partners Corporation from any and all liability for any damage for giving this information.

This Authorization shall remain in effect for a period of one (1) year from the date on which I sign it. A photocopy of this Authorization may be used by Special Service Partners Corporation and shall be as effective as the original.

**Applicant's Name** (please print) \_\_\_\_\_

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

**READ, UNDERSTAND, SIGN AND DATE IF YOU AGREE**

I certify that the facts set forth in this application are true, correct and complete without misrepresentations or omissions of any kind whatsoever. I authorize investigation of the statements I have made herein.

I hereby release from any and all liability all representatives of Special Service Partners Corporation (hereafter referred to as SSPC) for their acts performed in connection with evaluating my application, background, credentials and qualifications. I hereby further authorize any party (including the companies, schools and organizations listed in this application form) to release any information they may have about me to SSPC, including all of my personnel records with prior employers. I also release all persons, companies, schools and organizations and all persons connected with them) who provide such information to SSPC from any and all liability for any damage for giving this information.

I understand that if any of the information on this application form is discovered to be incorrect, false or misleading or if there are any misrepresentations or omissions of any kind whatsoever, then SSPC may deny me employment or terminate my employment, and I agree that SSPC shall not be liable in any respect if it does so.

I understand that I am required to participate in a payroll direct deposit program, unless prohibited by state law.

I understand that if I am employed by SSPC, any such employment is not binding on either party for any specific period of time. I further understand that no representative of SSPC, other than the President, has any authority to enter into any agreement for employment for any specified period of time, and that any such agreement must be in writing and signed by the President. I understand that any other written or oral statement to the contrary, even if made by a supervisor, manager or officer of SSPC is invalid and should not be relied on by me.

I further understand that, except as modified through a valid and applicable collective bargaining agreement between SSPC and an authorized union representative, throughout my employment I will remain an at will employee, meaning that either SSPC or I may terminate that employment relationship at any time, for any reason, without liability to either me or SSPC. I also understand that SSPC may change my wages, benefits or conditions of employment at any time.

I understand SSPC is an equal employment opportunity employer, and I agree that if I am employed at SSPC I will comply with its EEO policy which prohibits any form of discrimination, retaliation or harassment on the basis of any protected status under law.

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

The following information helps us make the best possible placement within our company. You must complete all portions of this application which pertain to you



**PERSONAL**

\_\_\_\_\_  
Last First Middle Date of Application / /

\_\_\_\_\_  
Street Address City State Zip

\_\_\_\_\_  
Home Phone Number Work Phone Number

Type of employment requested (check all that apply)

Full-time  Part-time  Salaried Position  Hourly Position  Summer Position

Are you a U.S. citizen or do you have authorization to work for Special Service Partners Corporation on a full-time basis without the need for Special Service Partners Corporation to sponsor you?

Yes  No (Proof of authorization to work will be required if you are employed by Special Service Partners Corporation)

If your answer was Yes to the previous question, are you a student on a temporary visa?

Yes  No

Have you previously worked for Special Service Partners Corporation?

Yes  No If yes, where? \_\_\_\_\_

**EDUCATION**

CIRCLE THE HIGHEST GRADE COMPLETED	SCHOOL	CITY/STATE	MAJOR	DEGREE	DID YOU GRADUATE	GPA
HIGH SCHOOL 9 10 11 12						
COLLEGE 1 2 3 4						
GRADUATE SCHOOL 1 2 3						
APPRENTICE, BUSINESS OR VOCATIONAL SCHOOL						
OTHER TRAINING OR SKILLS (Special courses, etc.)						

**EMPLOYMENT OBJECTIVES**

What position or type of work are you seeking? \_\_\_\_\_

What do you expect to earn for this work? \_\_\_\_\_ Per \_\_\_\_\_

Why do you want to work at Special Service Partners Corporation? \_\_\_\_\_

**RELEVANT EXPERIENCE**

What computer software program experience or training do you have that you consider pertinent to the position you are seeking? \_\_\_\_\_

What plant or office machines experience or training do you have that you consider pertinent to the position you are seeking? \_\_\_\_\_

What other work related special abilities, interests, hobbies, volunteer experiences or other information do you have that you consider pertinent to the position you are seeking? \_\_\_\_\_

**EMPLOYMENT BACKGROUND**

Employer	FROM / /	TO / /	COMPENSATION	
			RATE	PER
Address				
Summary of your duties & position(s) held				
Supervisor		Reason for Leaving		
Please list name, title, address and phone of person(s) to contact.				
Name _____		Title _____		
Address _____		Phone _____		

Employer	FROM / /	TO / /	COMPENSATION	
			RATE	PER
Address				
Summary of your duties & position(s) held				
Supervisor		Reason for Leaving		
Please list name, title, address and phone of person(s) to contact.				
Name _____		Title _____		
Address _____		Phone _____		

Employer	FROM / /	TO / /	COMPENSATION	
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Employer	FROM / /	TO / /	COMPENSATION	
			RATE	PER
Address				
Summary of your duties & position(s) held				
Supervisor		Reason for Leaving		
Please list name, title, address and phone of person(s) to contact.				
Name _____		Title _____		
Address _____		Phone _____		

**CRIMINAL AND OTHER OFFENSES**

For applicants seeking employment in states other than California and Michigan:  
 Have you ever been convicted of, plead nolo contendere (no contest) to, or been fined in connection with any felony, misdemeanor or municipal ordinance violation (other than a parking or minor traffic ticket), or are you currently subject to any pending charge for such an offense?  Yes  No

If Yes, provide details: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

For applicants seeking employment in the states of California or Michigan:  
 Have you ever been convicted of, plead nolo contendere (no contest) to, or been fined in connection with any felony, misdemeanor or municipal ordinance violation (other than a parking or minor traffic ticket), or are you currently subject to any pending felony charge?  Yes  No

If Yes, provide details: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

(No applicant will be denied a position because of a past conviction, offense, violation or fine, or a pending charge, which Special Service Partners Corporation determines is not substantially related to the circumstances of the employment sought).

**DRIVERS LICENSE**

If you are applying for a position which requires you to drive an automobile as part of your job, what is your driver's license number and state of issue?

Number: \_\_\_\_\_ State of Issue: \_\_\_\_\_

**EMPLOYMENT AGREEMENTS**

Are you subject to any employment agreement or post-employment agreement with any other employer (including, but not limited to, employment contracts, non-compete agreements, intellectual property rights agreements and/or confidentiality agreements)?  Yes  No

If yes, attach a complete and accurate copy of each agreement.