

Magley & Associates

An Equal Opportunity Employer

EMPLOYMENT APPLICATION

Please Print

Date

Last Name

First Name

Middle

Present Address

Street Address

City

State

Zip

(_____) _____
Business Phone

(_____) _____
Home Phone

(_____) _____
Cell Phone

e-mail

SS#

Driver's License #

Issuing State:

Permanent Address (if different from present address)

Street Address

City

State

Zip

For Washington Mutual Consultants Only: Fingerprinting Information

Race: _____

Gender: Male Female

Hair Color: _____

Height: _____

Weight: _____

Eye Color: _____

Country of Citizenship: _____

Place of Birth: _____

Position Applying For: _____

Magley Administrative

Contract

Full-Time

Contract-to-Hire

If hired, do you have a reliable means of transportation to and from work?

Yes No

Are you at least 18 years old? (If under 18, hire is subject to verification that you are of minimum legal age.)

Yes No

If hired, can you present evidence of your legal right to work in this country?

Yes No

Are you able to perform the essential functions of the job for which you are applying, either with or without reasonable accommodation?

Yes No

If no, describe the functions that cannot be performed:

(Note: We comply with the ADA and consider reasonable accommodation measures that may be necessary for eligible applicants/employees to perform essential functions. Hire may be subject to passing a job related medical examination, and to job related skill and agility tests.)

Employment History

Please list the last 10 years of employment, with your most recent employer first. Account for all periods of unemployment. You must complete this section and attach your resume. Attach additional page(s) if necessary. *For Date of Employment, please indicate the Month and Year for the Start Date and End Date.*

1.

| | | | | |
|--------------------------------------|--|--|----------------|--------------|
| _____ Name of Employer | | _____ Telephone Number | | |
| _____ Type of Business | | _____ Your Supervisor's Name | | |
| _____ Street Address | | _____ City | _____ State | _____ Zip |
| Date of Employment: _____ From To | | Salary/Hourly Rate: _____ Starting Ending | | |
| _____ Your Position and Duties | | | | |
| _____ Reason for Leaving | | | | |

May we contact this employer for a reference? Yes No

2.

| | | | | |
|--------------------------------------|--|--|----------------|--------------|
| _____ Name of Employer | | _____ Telephone Number | | |
| _____ Type of Business | | _____ Your Supervisor's Name | | |
| _____ Street Address | | _____ City | _____ State | _____ Zip |
| Date of Employment: _____ From To | | Salary/Hourly Rate: _____ Starting Ending | | |
| _____ Your Position and Duties | | | | |
| _____ Reason for Leaving | | | | |

May we contact this employer for a reference? Yes No

3.

Name of Employer

Telephone Number

Type of Business

Your Supervisor's Name

Street Address

City State Zip

Date of Employment: _____
From To

Salary/Hourly Rate: _____
Starting Ending

Your Position and Duties

Reason for Leaving

May we contact this employer for a reference? Yes No

4.

Name of Employer

Telephone Number

Type of Business

Your Supervisor's Name

Street Address

City State Zip

Date of Employment: _____
From To

Salary/Hourly Rate: _____
Starting Ending

Your Position and Duties

Reason for Leaving

May we contact this employer for a reference? Yes No

5.

Name of Employer

Telephone Number

Type of Business

Your Supervisor's Name

Street Address

City State Zip

Date of Employment: _____
From To

Salary/Hourly Rate: _____
Starting Ending

Your Position and Duties

Reason for Leaving

May we contact this employer for a reference? Yes No

6.

Name of Employer

Telephone Number

Type of Business

Your Supervisor's Name

Street Address

City State Zip

Date of Employment: _____
From To

Salary/Hourly Rate: _____
Starting Ending

Your Position and Duties

Reason for Leaving

May we contact this employer for a reference? Yes No

7.

Name of Employer

Telephone Number

Type of Business

Your Supervisor's Name

Street Address

City State Zip

Date of Employment: _____
From To

Salary/Hourly Rate: _____
Starting Ending

Your Position and Duties

Reason for Leaving

May we contact this employer for a reference? Yes No

8.

Name of Employer

Telephone Number

Type of Business

Your Supervisor's Name

Street Address

City State Zip

Date of Employment: _____
From To

Salary/Hourly Rate: _____
Starting Ending

Your Position and Duties

Reason for Leaving

May we contact this employer for a reference? Yes No

9.

Name of Employer

Telephone Number

Type of Business

Your Supervisor's Name

Street Address

City State Zip

Date of Employment: _____
From To

Salary/Hourly Rate: _____
Starting Ending

Your Position and Duties

Reason for Leaving

May we contact this employer for a reference? Yes No

10.

Name of Employer

Telephone Number

Type of Business

Your Supervisor's Name

Street Address

City State Zip

Date of Employment: _____
From To

Salary/Hourly Rate: _____
Starting Ending

Your Position and Duties

Reason for Leaving

May we contact this employer for a reference? Yes No

Education, Training and Experience

| School | Name and Address | No. of years Completed | Did you Graduate? <input type="checkbox"/> Yes <input type="checkbox"/> No | Highest Degree or Diploma |
|------------------------|-------------------------|------------------------|---|---------------------------|
| College/ University | _____ Name | _____ | | _____ |
| | _____ Address | | | |
| | _____ City State Zip | | | |
| | | | Date of Attendance: _____ to _____ YYYY YYYY | |

Certification

| | | | |
|--------------------------------|-----------------------------|--------------------------------|-----------------------------|
| _____ Name of Certification | _____ Date of Completion | _____ Name of Certification | _____ Date of Completion |
| _____ Name of Certification | _____ Date of Completion | _____ Name of Certification | _____ Date of Completion |

Have you been convicted of any felony or any misdemeanor (including but not limited to those involving dishonesty, breach of trust, or money laundering or have you pleaded "No Contest" or agreed to enter into a pre-trial diversion or similar program in connections with such an offense)? Do not include minor traffic violations, marijuana convictions that are more than two years old or convictions which have been sealed or expunged. NOTE: A conviction will not necessarily bar you from employment.

Yes No

If yes, state nature of the crime(s), when and where convicted, and disposition of the case.

(Note: No applicant will be denied employment solely on the grounds of conviction of a criminal offense. The nature of the offense, date of the offense, the surrounding circumstances, and the relevance of the offense to the position(s) applied for may, however, be considered.)

Please Read Carefully, Initial Each Paragraph and Sign Below

1. I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment and that the answers given by me are true and correct to the best of my knowledge. I further certify that I, the undersigned applicant, have personally completed this application. I understand that any omission or misstatement of material fact on this application or on any document used to secure employment shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery. _____

Initial

2. I hereby authorize **Magley & Associates** to thoroughly investigate my references, work record, education and other matters related to my suitability for employment and, further, authorize the references I have listed to disclose to the company any and all letters, reports and other information related to my work records, without giving me prior notice of such disclosure. In addition, I hereby release the Company, my former employers and all other persons, corporations, partnerships and associations from any and all claims, demands or liabilities arising out of or in any way related to such investigation or disclosure.

Initial

3. I understand that nothing contained in the application, or conveyed during any interview which may be granted or during my employment, if hired, is intended to create an employment contract between me and the Company. In addition, I understand and agree that if I am employed, my employment is for no definite or determinable period and may be terminated at any time, with or without prior notice, at the option of either myself or the Company and that no promises or representations contrary to the foregoing are binding on the Company unless made in writing and signed by me and the Company's designated representative. _____

Initial

4. Should a search of public records (including records documenting an arrest, indictment, conviction, civil judicial action, tax lien or outstanding judgment) be conducted by internal personnel employed by the Company, I am entitled to copies of any such public records obtained by the Company unless I mark the check box below. If I am not hired as a result of such information, I am entitled to a copy of any such records even though I have checked the box below. _____

Initial

4a. I waive receipt of a copy of any public record described in the paragraph above.

5. Some clients of Magley & Associates require background checks, including criminal and/or credit. I give permission to Magley & Associates to conduct client-mandated background checks. _____

Initial

Applicant Signature

Date