



Advantech Solutions

The Employment Advantage

APPLICATION FOR EMPLOYMENT

(Complete all sections thoroughly. A resume may be attached but may not substitute for completion of the application.)

Date: _____ (This application is valid for 60 days from the date of completion.)

Print Name: _____
Last First Middle

Address: _____
Street City State Zip

Social Security Number: _____ Telephone Number (____) _____

Position(s) applied for (1) _____ (2) _____

Hours or shift preferred _____ Available to start work _____

Specify restrictions, if any, of days and hours (e.g., class schedule) _____

Full Time Part Time Temp. Minimum Compensation Requirement \$ _____

Are you at least 18 years of age? Yes No

Are you authorized to live and work in the United States? Yes No

Have you ever been convicted of or fined and/or sentenced, including probation, for any criminal offence (misdemeanor or felony), or have you ever pleaded guilty or 'no contest' (nolo contendere) to any criminal offense (misdemeanor or felony)? Yes No

If yes, give dates and places of any convictions, pleas fines and/or sentences, and explain or describe them. (Attach separate paper, if necessary). A conviction will not necessarily disqualify you from employment. Factors such as the seriousness and nature of the offense, age at time of the conduct, and rehabilitation will also be taken into account.

Please describe any accommodations you may need to perform the essential functions of the job for which you have applied.

Clerical Skills/Computer Skills

Typing Speed _____ Keyboard Skills (Data Entry) _____

List any additional skills, education or training related to the position applied for: _____

Record of Education

Please include name and address of school and under what name attended, if different

	Course of Study	Year Completed	Did you Graduate?	Diploma or Degree
High School _____ _____		1 2 3 4		
College _____ _____		1 2 3 4		
Other (specify) _____ _____		1 2 3 4		

Employment History

Please list all previous employers; if further space is needed, attach additional paper.

Present or Most Recent Employer	Telephone () Ext.
Address	Dates Employed (Month & Year) From To
Name of Supervisor	Weekly Pay
Job Title and Responsibilities	Reason for Leaving May we contact Yes <input type="checkbox"/> No <input type="checkbox"/> Known by another name

Past Employer	Telephone () Ext.
Address	Dates Employed (Month & Year) From To
Name of Supervisor	Weekly Pay
Job Title and Responsibilities	Reason for Leaving May we contact Yes <input type="checkbox"/> No <input type="checkbox"/> Known by another name

Past Employer	Telephone () Ext.
Address	Dates Employed (Month & Year) From To
Name of Supervisor	Weekly Pay
Job Title and Responsibilities	Reason for Leaving May we contact Yes <input type="checkbox"/> No <input type="checkbox"/> Known by another name

Employment Conditions – Read Carefully Before Signing

By my signature below, I certify that all information provided on this application is true and accurate. I understand that any false statements, misrepresentation, or omissions made on this application will be considered sufficient cause for *AdvanTech Solutions* to deny or terminate my employment upon discovery. I understand that employment with *AdvanTech Solutions* is 'at will' and therefore for an indefinite period of time. If employed, I may terminate my employment at any time and *AdvanTech Solutions* may terminate or modify the employment relationship at any time, with or without motive or cause. I understand that I am not guaranteed a specific shift, schedule or work assignment to work overtime. If employed by *AdvanTech Solutions*, I will abide by its rules, regulations, policies and procedures.

I hereby authorize all individuals and organizations named or referred to on this application to answer all questions that may be asked and give all information that may be sought in connection with this application. This may include, but is not limited to work history, criminal records, licensure, certification, education and driving record. I also certify that any individual or organization furnishing information concerning me shall not be held accountable for giving this information. I hereby release said individuals and organizations from any and all liability that may be incurred as a result of furnishing such information.

Finally, I freely and voluntarily agree to undergo drug testing as part of the application process, or at any time during my employment with *AdvanTech Solutions*. I understand that either refusal to submit to the test or failure of the test per *AdvanTech Solutions'* policy will disqualify me from consideration and/or continuation of employment.

Signature of Applicant _____ Date _____

AdvanTech Solutions is an Equal Opportunity Employer and does not discriminate on the basis of race, color, age, sex, religion, national origin, disability, marital status or any other characteristic protected by law.

SECTION VI DISCLOSURE AND CONSENT - CONSUMER/INVESTIGATIVE REPORTS

Disclosure and Consent - Consumer and Investigative Consumer Reports



Client Name _____ Client Number _____

This form, which you should read carefully, has been provided to you because Advantec and Client Company ("Company") may request Consumer Reports and/or Investigative Consumer Reports from a consumer reporting agency. Advantec and the Company will use any such report(s) solely for employment-related purposes.

Consumer Reports or Investigative Consumer Reports will be obtained from HireRight, Inc. ("HireRight"), located at 2100 Main Street, Suite 400, Irvine, CA 92614. They can be contacted at 800-400-2761. Any such reports may contain information bearing on your character, general reputation, personal characteristics, mode of living and credit standing. The types of information that may be obtained include, but are not limited to: credit reports, Social Security number, criminal records checks, public court records checks (including civil), driving records, educational records, verification of employment positions held, workers' compensation records, personal and professional references, licensing, certification, etc. The information contained in these reports may be obtained by HireRight from private or public record sources including sources identified by you in your job application or through interviews or correspondence with your past or present coworkers, neighbors, friends, associates, current or former employers, educational institutions or other acquaintances.

For California residents, under section 1786.22 of the California Civil Code, you may view the file maintained on you by HireRight. You may also obtain a copy of this file, upon submitting proper identification and paying the costs of duplication services, by appearing at HireRight's offices in person, during normal business hours and on reasonable notice, or by mail; you may also receive a summary of the file by telephone. HireRight has trained personnel available to explain your file to you, including any coded information. If you appear in person, you may be accompanied by one other person, provided that person furnishes proper identification.

You are being given a copy of the "Summary of your Rights Under the Fair Credit Reporting Act" prepared pursuant to 15 U.S.C. section 1681(g)(c). You have the right to request additional disclosures of the nature and scope of the investigation and a statement of your rights by contacting HireRight. (The summary information is located in the back of this booklet.)

Consent

I have carefully read and understand this Disclosure and Consent form and, by my signature below, consent to the release of consumer and/or investigative consumer reports, as defined above, to Advantec and the Company in conjunction with my application for employment. I further understand that any and all information contained in my job application or otherwise disclosed to Advantec and the Company by me before, during or after my employment, if any, may be used to obtain the consumer reports or investigative consumer reports requested by Advantec and the Company. I understand that if Advantec and the Company hire me, it may request a consumer report and/or an investigative consumer report about me, as defined above, for employment-related purposes during the course of my employment. I understand that my consent will apply throughout my employment, to the extent permitted by law, unless I revoke or cancel my consent by sending a signed letter or statement to Advantec and the Company at any time. This Disclosure and Consent form, in original, faxed, photocopied or electronic form, will be valid for any reports that may be requested by Advantec and the Company.

Name _____
Last First MI Suffix: Jr., Sr., etc.

Other names used (maiden, aliases) _____

Present address _____
Street Apt. # City State Zip

Driver's license number _____ State _____

Social Security number _____ Date of birth (for ID purposes) _____

 Employee Signature _____ Date _____

CALIFORNIA, MINNESOTA AND OKLAHOMA APPLICANTS ONLY:
 I wish to receive a free copy of any Consumer Report and/or Investigative Consumer Report on me that is requested.

Please verify that each field is complete, including client number, then forward this document to Advantec immediately after signing to ensure timely processing.