



Application for At-Will Employment

Job Number: _____ **(Please Print)** **Date:** _____
(Birchmere Group to complete)

Name: _____ **Phone:** () _____
LAST FIRST MIDDLE

Address: _____
NUMBER STREET CITY STATE ZIP

Position Applied for: _____ **Salary Desire:** \$ _____

Date able to begin employment with Birchmere Group: ____/____/____

Referral Newspaper (Name: _____) Job Fair College Fair
Source: Agency (Name: _____) Friend Internet
 BG Employee (Name: _____) Birchmere Group Homepage

- Have you filed an application with The Birchmere Group in the past? Yes No Date _____
- Have you been employed by The Birchmere Group in the past? Yes No Date _____
- Do any of your friends or relatives work for The Birchmere Group now, or have they previously been employed by The Birchmere Group? Yes No
- If the answer to number 3 is "Yes," list names, relation to you, and dates of employment:

- Do you have any commitments to another employer that might affect your employment with The Birchmere Group? Yes No
- If the answer to number 5 is "Yes," explain:

- If hired, will you be able to furnish documents demonstrating that you are eligible to work for The Birchmere Group? Yes No
- If the answer to number 5 is "No," have you applied for appropriate Work Authorization? Yes No

Some Birchmere Group positions require that employees obtain and maintain personal security clearances.
DO NOT COMPLETE THE QUESTIONS IN THIS BOX UNLESS YOU HAVE BEEN INFORMED THAT YOU ARE APPLYING FOR A POSITION REQUIRING A SECURITY CLEARANCE.

- Are you a citizen of the United States? Yes No
- Have you ever held a security clearance? Yes No

Type of clearance: _____ Agency granting clearance: _____
 Date clearance granted: _____ Date clearance terminated: _____

- Have you ever been denied a security clearance or had a clearance revoked for adverse cause? Yes No
- Do you know of any reason why you may not qualify for a security clearance? Yes No
- If the answer to number 12 is "Yes," explain: _____

Prospective employees will receive consideration without discrimination because of race, color, religion, gender, sexual orientation, national origin, citizenship (unless required by government contract), age, physical or mental disability, or marital, veteran, or other protected status. If you require an accommodation in the recruitment process, please inform us.

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Employment Experience

List each job held for the last seven years. Start with your present or last job. Include military service assignments and volunteer activities.

Complete this section in its entirety unless you have included **all** of the information on an attached resume.

1	Employer:	Dates		Work Performed
		From:	To:	
	Address:			
	Job Title:	Hourly Rate/Salary		
	Supervisor:	Starting:		
	Phone #:	Final:		
Reason for Leaving:				
2	Employer:	Dates		Work Performed
		From:	To:	
	Address:			
	Job Title:	Hourly Rate/Salary		
	Supervisor:	Starting:		
	Phone #:	Final:		
Reason for Leaving:				
3	Employer:	Dates		Work Performed
		From:	To:	
	Address:			
	Job Title:	Hourly Rate/Salary		
	Supervisor:	Starting:		
	Phone #:	Final:		
Reason for Leaving:				

If you need additional space, please continue on a separate piece of paper.

Education

Complete this section in its entirety unless you have included **all** of the information on an attached resume.

	High	College/University	Graduate/Professional	Post Graduate
School Name:				
Years Completed: (Circle)	9 10 11 12	1 2 3 4	1 2 3 4	1 2 3 4
Diploma/Degree:				
Describe Course of Study:				
List Job-Related Specialized Training, Internships, and Extra-Curricular Activities:				
Honor Received:				

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Special Skills

Technical Skills Inventory

Technical Skill	Skill Level 1=Low 5=High	Technical Skill	Skill Level 1=Low 5=High	Technical Skill	Skill Level 1=Low 5=High	Technical Skill	Skill Level 1=Low 5=High

Summarize special skills and qualifications acquired from employment or other experience related to the job for which you are applying.

State any additional relevant information you feel may be helpful to us in considering your application.

Other Information

- Are you currently listed on the U.S. Government General Services Administration’s list of debarred, suspended, and ineligible contractors? Yes No
- Have you ever been convicted of an offense related to U.S. Government contracting? Yes No
- In the past five years, have you been convicted of a felony, or released from prison following conviction of a felony? Yes No

*Conviction of a crime may not necessarily disqualify you from employment. Hiring decisions will be based on all of the relevant circumstances, including the nature of the crime and the job for which applied.

References

Give name, address, and phone number of three previous supervisors, co-workers, or clients with direct knowledge of your professional skills.

Name and Relationship	Years Known	Employer	Address Telephone No.

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Agreement

I understand that if I am hired by The Birchmere Group, my employment is at-will, meaning that I can resign at any time and for any reason, and the company may release me at any time and for any reason with or without advance notice, and that employment cannot be promised for any definite period of time by any Birchmere Group individual, manager, or officer.

I certify that answers given herein, and on any attachment (hereafter, the "Application"), are true and complete to the best of my knowledge and belief. I authorized the investigation of all statements contained in the Application as may be necessary to arrive at an employment decision, including authorizing any school or employer named in the Application to provide The Birchmere Group with any relevant information about me. I hereby consent to the performance of any tests, examinations, and analysis as The Birchmere Group may consider applicable in reaching an employment decision, and authorize the release and use of the results thereof, and release and discharge The Birchmere Group from any liability in connection therewith.

I represent that I am not in any way restricted from employment with The Birchmere Group, either by an agreement, memorandum of understanding, or other document that I signed at the request of an employer which purports to govern my activities after termination of my employment with such employer (including non-compete, non-disclosure or other similar agreements). In the early stage of the employment evaluation process, I will provide The Birchmere Group with a copy of each and every such agreement that I have signed at the request of my present employer and of any past employers that I have left during the last 5 years. In the event of employment, I understand that any determination by The Birchmere Group that I am subject to an agreement restricting my employment may result in discharge (for which action I hereby release The Birchmere Group from any and all liability).

In the event of employment, I understand that false or misleading information given or material omissions made in the Application or interview(s) may result in discharge (for which action I hereby release The Birchmere Group from any and all liability). I also understand that I am to abide by all Birchmere Group rules and regulations, the Code of Ethics, and the Employee Agreement. I acknowledge that The Birchmere Group may change, modify, or deviate from its rules, procedures, wages, and benefits, at any time and without advance notice.

I assign to The Birchmere Group and agree not to infringe on The Birchmere Group's title and sole right to all inventions, discoveries, improvements, developments, or any other work products which I create or perform for The Birchmere Group during the course of my employment. I consent that The Birchmere Group shall have the absolute right and permission to copyright, publish, use, or assign any and all photographic portraits or pictures of me taken in conjunction with my employment or at company functions. I waive any right to inspect or approve any finished photographic work used by The Birchmere Group. I further agree not to engage in unfair competition of any sort with The Birchmere Group, or to disclose or use at any time either during or subsequent to my employment, without The Birchmere Group's written permission, The Birchmere Group's proprietary or private data, confidential information, trade secrets, or other materials or information in which the law recognizes any protectable interests. I specifically agree to the imposition of injunctive relief to stop any such unfair competition, disclosure, or use.

MARYLAND APPLICANTS ONLY: I acknowledge that I have received notification that **UNDER MARYLAND LAW, AN EMPLOYER MAY NOT REQUIRE OR DEMAND, AS A CONDITION OF EMPLOYMENT, PROSPECTIVE EMPLOYMENT, OR CONTINUED EMPLOYMENT, THAT AN INDIVIDUAL SUBMIT TO OR TAKE A LIE DETECTOR OR SIMILAR TEST. AN EMPLOYER WHO VIOLATES THIS LAW IS GUILTY OF A MISDEMEANOR AND SUBJECT TO A FINE NOT EXCEEDING \$100.**

MASSACHUSETTS APPLICANTS ONLY: I acknowledge that I have received notification that **UNDER MASSACHUSETTS LAW, IT IS UNLAWFUL IN MASSACHUSETTS TO REQUIRE OR ADMINISTER A LIE DETECTOR TEST AS A CONDITION OF EMPLOYMENT OR CONTINUED EMPLOYMENT. AN EMPLOYER WHO VIOLATES THIS LAW SHALL BE SUBJECT TO CRIMINAL PENALTIES AND CIVIL LIABILITY.**

Signature of Applicant

Date

For Internal Use Only

Hiring manager must complete this certification:

Application applied for a position as: Full-Time:
Part-Time:

Applicant was: Hired:
Not Hired:

Reason For Not Employing:

- Lack of relevant experience (specify)* _____
- Insufficient education (specify)* _____
- Person hired had more relevant education/experience (specify)* _____
- Application indicated in Question 7, Page 1 that he/she does not possess Work Authorization
- Offer revoked because applicant was unable to produce documents (or receipts for documents) demonstrating Work Authorization within the first three days of employment
- Declined employment offer
- Unable to meet salary requirements
- Staffing request form cancelled
- Other (specify) _____

Signed _____ Date _____ Dept/Location _____
Manager's Name/Title

*Determination of relevant education/experience must be based upon information on the Staffing Request Form for the position to be filled.