



APPLICATION FOR EMPLOYMENT

We are an equal opportunity employer, dedicated to a policy of non-discrimination in employment on any basis including race, color, age, sex, religion, handicap, or national origin.

PLEASE READ BEFORE COMPLETING THIS APPLICATION

Thank you for applying for a job with Emergent HR, an off-site human resources company that assigns workers to a variety of different clients in different industries and locations. By completing this application, you help us to determine whether there is a basis for a working relationship between you and Emergent HR. Please understand that our acceptance of this application does not create any obligation on our part to hire you nor on your part to work for us. Also, please be aware that your signature on this document has certain legal consequences. We suggest that you read the "Applicant's Acknowledgment" at the end of this application before you proceed further so that you are fully aware of what we expect of applicants and employees. **PLEASE ANSWER EVERY QUESTION THOROUGHLY AND TRUTHFULLY, USING INK.**

Applicant's Name (First - Middle - Last) Social Security Number Driver's License Number State

Address Number-Street-City-State-Zip Phone Numbers Day Evening

Position Applied For Salary Requirements Date Available for Work In Case of an Emergency, Please Notify: (List Name(s) and Phone Number(s))

List Previous Addresses if Address Changed During the Past 5 Years

Have you been employed by our organization before? ☐ Yes ☐ No If yes, when and where? _____

Are you 18 years of age or older? We may require proof of age. ☐ Yes ☐ No

Are you eligible to work in the United States? Proof of Eligibility required. ☐ Yes ☐ No

Have you ever been given deferred adjudication, or been convicted of a felony or misdemeanor? ☐ Yes ☐ No If yes, explain _____

Are you now a member of the National Guard/U.S. Armed Forces Reserves? ☐ Yes ☐ No

Have you ever been on active U.S. Military Duty? ☐ Yes ☐ No If yes, state branch and dates of service _____

Job Skills (List experience) _____

UNEMPLOYMENT RECORD Account for all periods of unemployment of 2 weeks duration or more since you left school to present time. Please include the month and year, and state what you were doing. Example: From 6-06 to 8-06 Relocated from another state, searching for job.

THIS SECTION IS REQUIRED IF AS AN EMPLOYEE, YOU WILL DRIVE A VEHICLE(S) FOR COMPANY BUSINESS

Auto Liability Expiration Date Drivers License # State Type of License Expiration Date Restrictions
(Attach copy of Proof of Auto Liability) (Attach Copy of Driver's License)

LIST ALL ACCIDENTS AND/OR TRAFFIC VIOLATIONS IN PAST THREE (3) YEARS.

Date Description of Accident/Violation Has your Driver's License ever been suspended or revoked? () Yes () No If yes, explain below:

EMPLOYMENT HISTORY Starting with Present or Most Recent, list all previous employers for the past 7 years. List only employers within the United States. Include self-employment, summer and part-time jobs, as well as military service. (Use back for additional space)

Company Name	City/State	Phone Number	
Supervisor's Name	Position Held	Starting Salary	Ending Salary
Major Duties			
Dates Employed _____ To _____ Reason for Leaving _____			
Company Name	City/State	Phone Number	
Supervisor's Name	Position Held	Starting Salary	Ending Salary
Major Duties			
Dates Employed _____ To _____ Reason for Leaving _____			

PLEASE USE BACK OF PAGE FOR ADDITIONAL SPACE IF NECESSARY

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EMPLOYMENT HISTORY, continued

Company Name _____		City/State _____	Phone Number _____
Supervisor's Name _____	Position Held _____	Starting pay _____	Ending pay _____
Major Duties _____			
Dates Employed _____ to _____ Reason for leaving: _____			

Company Name _____		City/State _____	Phone Number _____
Supervisor's Name _____	Position Held _____	Starting pay _____	Ending pay _____
Major Duties _____			
Dates Employed _____ to _____ Reason for leaving: _____			

Company Name _____		City/State _____	Phone Number _____
Supervisor's Name _____	Position Held _____	Starting pay _____	Ending pay _____
Major Duties _____			
Dates Employed _____ to _____ Reason for leaving: _____			

Company Name _____		City/State _____	Phone Number _____
Supervisor's Name _____	Position Held _____	Starting pay _____	Ending pay _____
Major Duties _____			
Dates Employed _____ to _____ Reason for leaving: _____			

Company Name _____		City/State _____	Phone Number _____
Supervisor's Name _____	Position Held _____	Starting pay _____	Ending pay _____
Major Duties _____			
Dates Employed _____ to _____ Reason for leaving: _____			

APPLICANT ACKNOWLEDGMENT OF TERMS & CONDITIONS OF APPLICATION AND/OR EMPLOYMENT

IT IS VERY IMPORTANT THAT YOU READ THIS SECTION CAREFULLY, AND THAT YOU FULLY UNDERSTAND IT BEFORE YOU SIGN IT. THIS SECTION AFFECTS YOUR LEGAL RIGHTS. IF YOU HAVE ANY QUESTIONS, PLEASE ASK AN EMERGENT HR REPRESENTATIVE BEFORE YOU SIGN THIS APPLICATION.

In exchange for EMERGENT HR's consideration of this employment application:

1. I understand that nothing in this application, or in any prior or subsequent written or oral statement, creates a contract of employment or any rights in the nature of a contract except for the Employment-At-Will and the Dispute Resolution Agreement.
2. I promise that all information I have supplied in this application and any other form, oral or written, is true and accurate, and I agree that any misstated, misleading, incomplete, or false information is grounds for rejection and destruction of this application form, refusal to hire, withdrawal of an offer of employment, or immediate discharge without recourse, whenever and however discovered. I make this promise because I understand that you will rely in part, on my statements to you in making your decision whether to hire me.
3. I understand and agree that EMERGENT HR, any agent acting on their behalf, as well as any other person responding to a reference request pursuant to this application, can and will seek and/or disclose any and all information about me which said corporation, agent, or person may have. I specifically authorize said disclosure and agree to hold all such corporations, agents, or persons harmless for same. That is, I will not file a lawsuit, claim, or charge against them for such disclosure. Nor will I threaten same or otherwise seek any kind of compensation for such disclosure.
4. I understand and agree with the fact that EMERGENT HR maintains a drug-free workplace, that maintenance of same is essential to the safety of the workplace and employees, and that I may be required to undergo a pre-employment or post-employment examination, consistent with applicable law, including, but not limited to, drug and/or alcohol screening and testing, genetic screening, or paper and pencil tests, designed to ascertain my suitability for employment and/or the jobs for which I am being considered. I also understand and agree that I will be subject to such testing during the course of my employment, and I specifically agree not to oppose in any fashion such pre-hire or post-hire testing. I understand that, subject to applicable law, EMERGENT HR shall be the sole judge of the acceptability of any test results. I also acknowledge that I have been advised that EMERGENT HR is an Equal Opportunity Employer, that EMERGENT HR does not discriminate against persons who are physically or mentally handicapped, and that EMERGENT HR administers its employment policies in a non-discriminatory manner.
5. I agree to look solely to the Compensation Insurance coverage provided by EMERGENT HR and or Subscriber and its Successors in the event of an injury to me during the course and scope of my employment. I will not seek any compensation benefits from any customer of EMERGENT HR. I agree that any recovery which I might receive as the result of an injury received during the course and scope of my employment will be limited to the extent of EMERGENT HR insurance coverage at the time of my injury. I agree to abide by the terms and conditions of all rules and regulations including EMERGENT HR's vehicle driving and seat belt policies and including without limitation, the requirement that any accident, or any injury, no matter how minor, be immediately reported to supervision.
6. I authorize EMERGENT HR to request and obtain all records regarding any industrial accident / injury or occupational disease involving myself and SUBSCRIBER. This is to include doctor's reports, follow-up reports, nurse's notes, medical bills, test results, etc. A facsimile or photocopy of this authorization shall be considered as effective and valid as the original. This release shall remain in effect until specifically rescinded by me.
7. I, the undersigned, do hereby authorize EMERGENT HR to examine any and all criminal records and arrests on file in the counties in the State of Texas or any other state. In doing so, I understand that I am waiving my right of confidentiality concerning my criminal history.
8. I hereby authorize and give full permission to have EMERGENT HR and/or their medical company physician send a specimen of my urine and/or blood to a laboratory for screening test using S.A.M.H.S.A. standards for the presence of illegal drugs, alcohol, or prescription medication taken without a prescription. I will hold all parties concerned harmless, meaning I will not sue nor hold responsible for any alleged harm to me or interfering with my obtaining a job or continuing employment due to not submitting to the tests or as a result of report of the test. This includes, but not limited to, possible clerical or laboratory error. This policy and authorization has been explained to me in a language I understand and I was told if I have any questions about the test they will be answered. I understand this is a legal binding document which is binding because EMERGENT HR is sending me for the examinations and paying for it.
9. I understand and agree that, if hired, my employment will be at will, and that I or EMERGENT HR can terminate this employment relationship at any time, with or without notice, for any reason, good or bad, without recourse by either of us. In the event of my separation, I agree to have the balance of all outstanding deductions to be withheld from my final paycheck. If my final paycheck is not sufficient to cover the balance due, I will pay the remaining amounts within thirty days of my last check date or other terms mutually agreed upon between me and EMERGENT HR. I also understand that, if I am hired, EMERGENT HR has an "introductory period" during which I am expected to determine as quickly as possible whether I wish to continue working for EMERGENT HR, just as EMERGENT HR will determine as quickly as possible whether it wants me to continue working for EMERGENT HR. Nothing about this introductory period or its completion changes the fact that, if hired, my employment will be at will. I also understand that no one at EMERGENT HR, or any EMERGENT HR client, has authority to alter any of the terms and conditions of this application or EMERGENT HR's employment policies, except EMERGENT HR's Chairman of the Board, and then only in writing signed by the Chairman of the Board. This statement excludes the Employment-At-Will Policy and the Dispute Resolution Policy. This paragraph means exactly what it says.
10. I specifically authorize EMERGENT HR to investigate my background, including any and all references, available criminal, driving and other judicial records, and my credit record (where applicable to the position for which I am applying, and consistent with applicable law). I understand that EMERGENT HR will notify me if and when a credit record investigation will be performed, and the sources used to obtain such information. I authorize EMERGENT HR to use all legal means at its disposal to assess my suitability for employment. I make this authorization in return for EMERGENT HR's consideration of me for employment, and I specifically release and hold EMERGENT HR harmless for any and all liabilities arising out of their investigation of my application for employment. I understand that EMERGENT HR will require a drug screen test whenever an on-the-job accident or injury is reported in accordance with EMERGENT HR policy, and this authorization and consent. My refusal to submit to drug testing will be grounds for termination of my employment, or withdrawal of offer of employment.
11. I understand and agree that work schedules and requirements vary and can be unpredictable, and that, while EMERGENT HR will make reasonable efforts to accommodate work schedules and employee availability, I may be required to work overtime, weekends, different shifts, or other arrangements. I consent to these requirements as necessary and legitimate conditions of employment.
12. I understand if I am not hired within 30 days from the date of this application, I must complete a new application and employment packet. Also, if I terminate employment for longer than 30 days, I must complete a new Employment Packet. I have read and understand everything on this application.
13. The Employee Handbook is provided to me for information and immediate reference. Not only will I be issued my own personal handbook, there will be a copy at my worksite employer's location, and accessible on the web (usastaffing.net). I will read the handbook carefully and completely. Policies included except for the Employment-At-Will Policy and the Dispute Resolution Agreement are subject to unilateral change by the Company from time to time. I acknowledge receipt of the Employee Handbook by signing below. I hereby acknowledge that I have been advised that EMERGENT HR is a Professional Employer Organization. I further acknowledge that EMERGENT HR has entered into a staffing arrangement with my worksite employer. I also certify that I have had, or will have, an opportunity to read and become familiar with the terms of the Employee Handbook before beginning work for EMERGENT HR and my worksite employer. I agree to abide by the terms and conditions of both EMERGENT HR and my worksite employer, as pertain to policies as summarized in the handbook. I understand and agree that EMERGENT HR and my worksite employer reserve the right to change the terms and conditions of policies except for the Employment-At-Will Policy and the Dispute Resolution Agreement and my employment without notice to me, and that in all cases, the prevailing version of an employment policy shall govern if in conflict with the employee handbook.
14. I agree that a facsimile copy of my signature is acceptable as original documentation for the facilitation of employee maintenance by Emergent HR, Inc. including but not limited to this application, Employee Data Sheet and the W-4 form.

Release/Acceptance/Authorization: *See Payroll Deduction Authorization in Item 9 above. This Company settles disputes by mediation and final, binding arbitration. See the Dispute Resolution Policy in your Employee Handbook. Upon separation from your worksite employer, you must call our Human Resources Department (888-595-8968) within 24 hours. Failure to do so may result in denial of unemployment benefits to which you may otherwise be entitled.

APPLICANT NAME (PRINT)

APPLICANT SIGNATURE

DATE