



6102 CHICAGO AVENUE, SUITE 100 • LUBBOCK, TEXAS 79424 • 806.474.0144 • FAX 806.474.0419

APPLICATION FOR EMPLOYMENT

Qualified applicants are considered for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, or the presence of a non-job related medical condition or disability.

Date of Application: _____

Position(s) Applied For: _____

Referral Source: Advertisement Friend Relative
 Employment Agency Webpage Other _____

Name: _____
Last First Middle

Address _____
Number Street City State Zip

Phone No. (____) _____ Email: _____

Have you filed an application here before? Yes No If yes, give date: _____

Have you been employed here before? Yes No If yes, give date: _____

Are you available to work: Full time Part time Shift work

Are you on lay-off and subject to recall? Yes No

Can you travel if a job requires it? Yes No

Have you been convicted of a felony within the last 7 years? Yes No

If yes, explain: _____

EMPLOYMENT EXPERIENCE

List each job held. Start with your present or last job. Include military service assignments and volunteer activities. (Exclude group names which indicate race, color, religion, sex, national origin or disabilities.)

| | | | |
|--------------------|--------------------|-------|----------------|
| Employer | Dates | | Work Performed |
| | From | To | |
| Address | | | |
| Job Title | Hourly Rate/Salary | | |
| | Starting | Final | |
| Supervisor | | | |
| Reason for Leaving | | | |
| Employer | Dates | | Work Performed |
| | From | To | |
| Address | | | |
| Job Title | Hourly Rate/Salary | | |
| | Starting | Final | |
| Supervisor | | | |
| Reason for Leaving | | | |
| Employer | Dates | | Work Performed |
| | From | To | |
| Address | | | |
| Job Title | Hourly Rate/Salary | | |
| | Starting | Final | |
| Supervisor | | | |
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| Employer | Dates | | Work Performed |
| | From | To | |
| Address | | | |
| Job Title | Hourly Rate/Salary | | |
| | Starting | Final | |
| Supervisor | | | |
| Reason for Leaving | | | |

Summarize special skills and qualifications: _____

EDUCATION

| | High School | College/ University | Graduate/ Professional |
|---|-------------|------------------------|---------------------------|
| School name | | | |
| Years completed (circle) | 9 10 11 12 | 1 2 3 4 | 1 2 3 4 |
| Diploma | | | |
| Describe courses of study | | | |
| Describe specialized training, apprenticeship, skills, and extra curricular activities | | | |

Honors received: _____

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

Employment Application Agreement

SERVICE BUREAU, INC. IS AN EQUAL OPPORTUNITY EMPLOYER

I understand this application will be given every consideration, but it is not a promise of employment. I understand that no representative of Service Bureau, Inc. has the authority to enter into an employment agreement, unless the agreement is in writing and is signed by the CEO. I also understand that if I am hired, my employment will be for no definite period, regardless of the period of payment of my wages, and that no changes can be made to my employment agreement unless the changes are made in writing and are signed by the CEO.

I understand that Service Bureau, Inc. reserves the right to investigate my driving and criminal records, as well as investigate my character, general reputation, and personal values, whereby information may be obtained through personal interviews with my neighbors, friends, and other references I provide. I also understand that Service Bureau, Inc. may contact my previous employers, and I authorize those employers to disclose to Service Bureau, Inc. all records pertinent to my previous employment with them. Accordingly, I agree to release Service Bureau, Inc. and my previous employers from all liability resulting from such disclosures and investigations. I understand the nature of such personal and employment inquiries is for the purpose of determining if my character, traits, and strengths, qualify me as a candidate for the position for which I am applying.

I understand that Service Bureau, Inc. reserves the right to require me to submit to a test for the presence of drugs or alcohol in my system prior to employment, at a doctor selected by Service Bureau, Inc., to the extent permitted by law. I also understand that any offer of employment may be contingent upon passing the test for the presence of drugs or alcohol in my system. Furthermore, I understand that as an ongoing condition of employment, Service Bureau, Inc. reserves the right to require me to submit to future, random drug and alcohol testing, to the extent permitted by law. I consent to allow the results of each drug and alcohol test to be disclosed to Service Bureau, Inc.

I understand that if I am employed by Service Bureau, Inc., I will be provided a copy of the Employee Handbook, which details the company's employment policies and procedures. Furthermore, I understand that as an ongoing condition of my employment, I am required to abide by all of Service Bureau, Inc.'s policies and procedures, and that I am also required to abide by all Federal and State Regulations governing the operations of Service Bureau, Inc.

I hereby state that all of the information I provide on this application and in any interview is true and accurate. I understand that if I am employed and any such information is later found to be false in any respect, the false information shall be grounds for immediate termination of my employment.

DO NOT SIGN UNTIL YOU HAVE READ AND UNDERSTOOD THE ABOVE EMPLOYMENT APPLICATION AGREEMENT. BY SIGNING BELOW, YOU ACKNOWLEDGE THAT YOU HAVE READ AND AGREE TO THE EMPLOYMENT APPLICATION AGREEMENT IN ITS ENTIRETY.

Social Security Number

Drivers License Number & Issuing State

Printed Name

Signature of applicant

| For Personnel Department Use Only | |
|--|---|
| Arrange interview | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Remarks: _____ _____ | |
| Employed: | <input type="checkbox"/> Yes <input type="checkbox"/> No Date of Employment: _____ |
| Job title: _____ | Hourly rate/Salary: _____ |