



A.

Employment Application

Date: _____

Name: _____ Home# () _____ - _____
Last First M.I.

Social Security #: _____ - _____ - _____ Cell# () _____ - _____

Current Address: _____ Apt #: _____

City: _____ State: _____ Zip Code: _____

Please list all countries of which you hold citizenship: _____

Additional Information: _____

Check all that apply:

Regular Full-Time Temporary Part-Time Day Evening Weekends Overtime

E-Mail: _____ Male Female

Position(s) Desired: _____

Salary/Rate Desired: \$ _____ Date Available to Start: _____

Background Information

MCGRATH SYSTEMS WILL CONDUCT BACKGROUND CHECKS ON ALL JOB CANDIDATES POST-OFFER (CONTINGENCY OFFER).

McGrath Systems will use a third party administrator to conduct background checks. The type of information that can be collected by this agency includes, but is not limited to, a criminal background check, education, employment history, credit, and professional and personal references. This process is conducted to verify the accuracy of the information provided by the candidate and determine his/her suitability for employment. As appropriate, other background checks may also be conducted. Your employment offer will be subject to the satisfactory findings of one or more completed background checks.

Any offer for employment is contingent upon the successful results of the background check.

Initials _____



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Background Information (continued)

Have you ever been charged with a crime? Yes No

If yes, please give detailed description and include all dates: _____

Have you ever been convicted of a crime? Yes No

If yes, please give detailed description and include all dates: _____

Currently, are there any warrants issued for you? Yes No

If yes, please give detailed description and include all dates: _____

Please note, a conviction record does not necessarily bar employment.

Have you ever assumed an alias? Yes No

If yes, please list all _____

Substance Abuse Policy:

McGrath Systems, in its sole discretion, may request its employees to voluntarily submit to random drug tests, for which employees are asked to provide urine, blood or breathe sample as part of a substance abuse screening test.

I agree to the above stated random drug/alcohol testing policy Yes No

It is the policy of McGrath Systems to verify the above information is true and correct through a criminal background check for all employees. An investigation background check may be obtained at any time after you are hired, through your employment. Additionally, McGrath Systems reserves the right to terminate employment if there are any inaccuracies or discrepancies with the employment application or evidence of criminal activity.

I authorize McGrath Systems to investigate my background and obtain any and all information that is considered necessary for employment consideration using the information provided on this employment application.

Signature

Date



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Emergency Contact Information

Name: _____ Relationship: _____ Home/Cell # _____

Name: _____ Relationship: _____ Home/Cell # _____

Employment History

1. Employer: _____ Employed from: _____ to _____

Address: _____ Phone: (____) _____

Position(s) Held: _____ Ending Salary: _____ Supervisor: _____

Brief Description of Duties: _____

Reason for Leaving: _____ May We Contact Employer? Yes No

2. Employer: _____ Employed from: _____ to _____

Address: _____ Phone: (____) _____

Position(s) Held: _____ Ending Salary: _____ Supervisor: _____

Brief Description of Duties: _____

Reason for Leaving: _____ May We Contact Employer? Yes No

3. Employer: _____ Employed from: _____ to _____

Address: _____ Phone: (____) _____

Position(s) Held: _____ Ending Salary: _____ Supervisor: _____

Brief Description of Duties: _____

Reason for Leaving: _____ May We Contact Employer? Yes No



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Education History

Please list name of school below	City and State	Major	# of years completed	GPA	Type of degree or diploma (I.E.GED,B.A. or HS diploma)
High School					
College /University					
Other Education					

McGrath Systems is an equal opportunity employer and does not discriminate in any aspect of employment on the basis of race, color, religion, sex, national origin, age, disability, or any other legally protected status under local, state, and federal law.

I certify that the above information is accurate and correct to the best of my knowledge and I understand that misrepresentation or omission of facts called for is cause for rejection or dismissal.

Signature

Date

Witness

Date



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