



## EMPLOYMENT APPLICATION

**EQUAL OPPORTUNITY EMPLOYER**

Office Systems Installation (OSI) is an equal opportunity employer. Employment decisions, including all hiring decisions, are made without regard to race, color, religion, creed, sex, sexual orientation, national origin, ancestry, age, disability, veteran status, or any other trait protected by applicable federal, state, or local laws.

**PLEASE ANSWER ALL QUESTIONS COMPLETELY AND ACCURATELY**

This application will not be considered if it is incomplete or unsigned.

**PLEASE USE BLUE OR BLACK INK AND PRINT LEGIBLY**

<b>GENERAL</b>	NAME – Last	First	Middle	Telephone No.	
Current Address		Street	City or Town	State	Zip Code
Previous Address		Street	City or Town	State	Zip Code
Specific Position Applied for: (You must identify a specific existing open position)	Wages/Salary Desired	<input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Temporary	Will accept <input type="checkbox"/> Day Shift <input type="checkbox"/> Night Shift <input type="checkbox"/> Either	List date available for work	
Have you ever used a different name? If yes, please indicate the former name and dates used.					
How did you learn about employment opportunities at OSI? If you were referred for employment, please indicate the referral source.					

**CRIMINAL HISTORY INFORMATION**

In responding to the following questions do not disclose any information concerning (i) any conviction or plea that was entered more than two years ago for possession of marijuana or marijuana paraphernalia, operating a business that sells marijuana paraphernalia, or being under the influence of marijuana, (ii) any conviction or plea that has been pardoned, sealed or expunged by court order, or which has been dismissed pursuant to a pre-trial diversion or accelerated rehabilitative disposition program (ARD), (iii) any summary offense, or (iv) any offense committed while you were a juvenile. Do not respond to these questions if you reside in Hawaii or Massachusetts. However, please be aware that applicants in those states are not exempt from OSI's post-offer criminal history background check.

Have you been convicted of, pled guilty or no contest to, or been imprisoned for any felony crime within the past 10 years?

Yes  No

Have you been convicted of or pled guilty or no contest to any misdemeanor crime within the past 5 years?

Yes  No

If you answered Yes to either question above, please list the crime and include the date of the offense.

You will not automatically be excluded from consideration based upon a criminal record. Your suitability for the position sought will be evaluated based upon the nature and gravity of the offense or conduct; the time that has passed since the offense; and the nature of the position sought.

Have you ever applied for employment with or been employed by OSI?  Yes  No  
\*If yes, provide dates and positions.

Are you at least 18 years of age?  Yes  No

Are you legally eligible for employment in the United States?  Yes  No

Are you able to perform all of the essential functions of the job that you have applied for with or without a reasonable accommodation  Yes  No

List your relevant skills, training and experience:

EDUCATION	Name of School	Address	Circle Last Year Completed				Major	Degree
			9	10	11	12		
High School								
College			1	2	3	4		
Graduate Work			1	2	3	4		
Special Trade or Business			1	2	3	4		

**PREVIOUS EMPLOYMENT** List all positions held chronologically, starting with the most recent employment and do not omit any employers. Use additional pages, if necessary.

EMPLOYERS (List last Employer first). May we contact your present employer? <input type="checkbox"/> Yes <input type="checkbox"/> No	EMPLOYMENT DATE	JOB INFORMATION	
Name _____ Address _____ _____ _____ Telephone No. _____	From _____ To _____ Salary _____ Job Title _____	Describe Duties _____ Reason for Leaving _____ Name and Title of Supervisor _____	
Name _____ Address _____ _____ _____ Telephone No. _____	From _____ To _____ Salary _____ Job Title _____	Describe Duties _____ Reason for Leaving _____ Name and Title of Supervisor _____	
Name _____ Address _____ _____ _____ Telephone No. _____	From _____ To _____ Salary _____ Job Title _____	Describe Duties _____ Reason for Leaving _____ Name and Title of Supervisor _____	
Name _____ Address _____ _____ _____ Telephone No. _____	From _____ To _____ Salary _____ Job Title _____	Describe Duties _____ Reason for Leaving _____ Name and Title of Supervisor _____	
<b>REFERENCES</b>	Show three references. Do not list casual acquaintances or relatives. List only those individuals who have knowledge of your personal character, ability, and work experience.		
Name	Address	Telephone No.	Occupation

**APPLICANT VERIFICATION**  
**(PLEASE READ BEFORE INITIALING AND SIGNING)**

I acknowledge and understand that falsification or misrepresentation of the information requested on this application or with respect to any other information provided in the hiring process will be sufficient cause for the denial or termination of employment, regardless of when such fact may be discovered. **Initial** \_\_\_\_\_

I authorize OSI to investigate all statements contained in it, and I understand that my current and/or former employers may be contacted to provide information concerning my suitability for employment, and that the references listed above will be contacted concerning my suitability for employment. I expressly authorize OSI to conduct such inquiries and I release OSI and any responding parties from any and all liability associated with such inquiries. **Initial** \_\_\_\_\_

I acknowledge and understand that OSI will investigate and secure information about my criminal history background. I expressly authorize OSI to conduct such criminal history searches and I release OSI and any responding parties from any and all liability associated with such searches. **Initial** \_\_\_\_\_

I acknowledge and understand that in the event that I am hired, I will be hired as an at-will employee, and my employment may be terminated at any time, with or without cause, at the option of either OSI or myself. If employed, I agree to comply with OSI's policies, rules and regulations. **Initial** \_\_\_\_\_

I acknowledge and understand that this application will not be considered by OSI for more than 90 days from the date below and that I must submit a new application if I wish to be considered for employment after this time. **Initial** \_\_\_\_\_

**APPLICANT'S SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_