

ComplianceSigns.com

A division of InfoTag, Inc.

56 S. Main Street
Chadwick, IL 61014

Revised January 23, 2007

Application for Employment

InfoTag, Inc. is an equal opportunity employer, dedicated to a policy of non-discrimination in employment on any basis including age, sex, color, race, creed, national origin, religion, marital status, sexual orientation, political belief or disability.

Federal law prohibits the employment of unauthorized aliens. All persons hired must submit satisfactory proof of employment authorization and identity within three (3) days of being hired. Failure to submit such proof within the required time may result in immediate employment termination.

(PLEASE PRINT)

Date: _____ Position Applying for: _____

I. PERSONAL DATA

Name: Last		First	Middle	
Street Address		City	State	Zip
Home Telephone Number		Social Security Number		
Daytime Telephone Number		Your age, if under 21, is _____		

Do you have any friends or relatives who are presently (or have formerly been) employed by InfoTag, Inc.?

Yes _____ No _____ If yes, state name(s) and relationship.

Have you ever been convicted of a felony? Yes _____ No _____

If "yes", please explain: _____

NOTE: No applicant will be denied employment solely on the grounds of conviction of a criminal offense. The nature of the offense, the date of the offense, the surrounding circumstances and the relevance of the offense to the position(s) applied for may, however, be considered.

How were you referred to InfoTag, Inc.? _____
(newspaper add, friend, etc.)

II. POSITION PREFERENCES

Salary desired: \$ _____ per _____ (specify hour, week or year)
Schedule desired: Full Time _____ Part Time _____ # of Hours Per Week _____

Could you work overtime? Yes _____ No _____

What date could you start work? _____

Could you travel if required by this position? Yes _____ % of Time _____ No _____

III. EDUCATION

HIGH SCHOOL : _____

City and State: _____ # of Years Completed: _____

Major or Subject: _____

COLLEGE: _____

City and State: _____ Degree / # yrs. completed: _____

Major or Subject: _____

GRADUATE SCHOOL: _____

City and State: _____ Degree / # yrs. completed: _____

Major or Subject: _____

List any certificates earned or in progress, and/or any additional training programs not included in your formal education.

List any job related Professional Affiliations to which you belong (please do not list activities which would indicate age, sex, color, race, creed, national origin, religion, marital status, sexual orientation, political belief, or disability):

IV. PREVIOUS EMPLOYMENT

List your current or most recent employment first. Include work related internships, military and volunteer work.

_____ Company Name	_____ Position Held
_____ Address	Dates employed: _____ From To
_____ Manager / Supervisor	_____ Telephone Wage / Salary

Reason for Leaving: _____

May we Contact Your Employer: Yes _____ No _____

PREVIOUS EMPLOYER

_____ Company Name	_____ Position Held
_____ Address	Dates employed: _____ From To
_____ Manager / Supervisor	_____ Telephone Wage / Salary

Reason for Leaving: _____

May we Contact Your Employer: Yes _____ No _____

PREVIOUS EMPLOYER

_____ Company Name	_____ Position Held
_____ Address	Dates employed: _____ From To
_____ Manager / Supervisor	_____ Telephone Wage / Salary

Reason for Leaving: _____

May we Contact Your Employer: Yes _____ No _____

V. REFERENCES

List below three persons who have first-hand knowledge of your work performance within the last three years. Please do not include relatives or former employees.

1.	<hr/>	<hr/>
	Name	Years Known
	<hr/>	<hr/>
	Address	Telephone
	<hr/>	
	Occupation	
2.	<hr/>	<hr/>
	Name	Years Known
	<hr/>	<hr/>
	Address	Telephone
	<hr/>	
	Occupation	
3.	<hr/>	<hr/>
	Name	Years Known
	<hr/>	<hr/>
	Address	Telephone
	<hr/>	
	Occupation	

VI. RELEASES AND APPLICANT'S SIGNATURE

In connection with my application for employment and as a condition of continuing employment, I understand that investigative background inquiries may be made on me including previous employers, schools, consumer credit, criminal convictions, motor vehicle, and other reports. These reports will include information as to my character, work habits, performance, education, compensation, and experience along with reasons for termination of employment from previous employers. Furthermore, I understand that the company may be requesting information from various federal, state, and other agencies which maintain records concerning my past activities relating to my driving, credit, criminal, civil, and other experiences as well as claims involving me in the files of insurance companies. I authorize without reservation, any party or agency contacted to furnish the above mentioned information and release all parties involved from liability and responsibility for doing so. I hereby consent to obtaining the above information from InfoTag, Inc. and/or any of their agents. This authorization and consent shall be valid in original, fax, or copy form.

Initials

All hiring and employment at InfoTag, Inc. is at will. I understand this application is not an employment contract, nor can it be used to create one. Employment by InfoTag, Inc. has no specific term and may be terminated by the employee or InfoTag, Inc. with or without notice. I acknowledge that InfoTag, Inc. has not made any promises or representations that differ from those contained in this paragraph.

I understand I must provide satisfactory documents to establish my identity and right to work in the United States, if I am offered a position with InfoTag, Inc., and that failure to provide this evidence will result in the termination of my employment.

I release and agree to hold harmless any individual, company, business institution or government agency from all liability with regard to furnishing information to InfoTag, Inc. I agree to release and hold harmless InfoTag, Inc. from all liability with respect to the receipt of such information.

I certify that the information I have furnished on this application form is true and complete. I understand that if any misrepresentation has been made by me verbally or in writing, any offer of employment made to me may be withdrawn or my subsequent employment with InfoTag, Inc. may be terminated.

Applicant's Signature

Date

PLEASE NOTE: YOUR EMPLOYMENT IS CONTINGENT UPON SUCESSFUL DRUG SCREENING AND A CRIMINAL BACKGROUND INVESTIGATION.

In an effort to maintain a drug-free workplace and comply with the requirements of the Drug-Free Workplace Act of 1988, InfoTag, Inc. is committed to providing a totally drug-free environment.

PLEASE NOTE: Completed applications for employment with InfoTag, Inc. are kept on file for thirty (30) days from the date of receipt by InfoTag, Inc.