

INTER VALLEY E S C R O W

EMPLOYMENT APPLICATION

Inter Valley Escrow is an equal opportunity employer. All applicants are considered without regard to race, age, color, gender, ethnic group, national origin, religion, citizenship, marital status, sexual orientation, veteran status, physical or mental disability, or medical condition.

PERSONAL INFORMATION

Last Name	First	Middle Initial	Today's Date
Address			City, State, Zip
Home Telephone ()	Cell Phone ()	Email	Are you 18 or older? <input type="checkbox"/> Yes <input type="checkbox"/> No
Have you ever interviewed with this company or its affiliates before? If yes, provide date(s), location(s), and position(s) applied for:			<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you ever been employed by this company or its affiliates? If yes, provide date(s), location(s), and position(s):			<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you have any relatives employed by this company or its affiliates?			<input type="checkbox"/> Yes <input type="checkbox"/> No

EMPLOYMENT DESIRED

Position Applied for:	Desired Pay:
Are you currently employed: <input type="checkbox"/> Yes <input type="checkbox"/> No	Start Date:
How did you find out about this position?	
Would you like to work: (check all that apply)	<input type="checkbox"/> Full-time only <input type="checkbox"/> Summer <input type="checkbox"/> Part-time only <input type="checkbox"/> Full time or Part time <input type="checkbox"/> Temporary

WHAT TIMES YOU AVILABLE TO WORK?

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

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EMPLOYMENT APPLICATION, continued

EDUCATION

	Name and Address	Attendance Dates	Date Graduated/ Level Completed	Degree/Diploma License/Certificates
High School				
College				
Graduate School				
Vocational, Business, Other				

License, Registration or Certification	State Licensing Agency	Number	Expiration Date (mm/dd/yy)

Have you ever had a disciplinary action taken against any of your licenses? Yes No
 If Yes, explain below.

SKILLS (not all may be necessary for the job you seek)

Do you type?	Words per minute?
Foreign Languages Spoken:	Written:
Computer Skills: (Hardware/Software)	
Other skills, knowledge, area of expertise:	
Diver's License #:	State:



EMPLOYMENT APPLICATION, continued

EMPLOYMENT HISTORY

Describe your work experience in detail, beginning with your current or most *recent* job. Include military service (indicate rank) and job-related volunteer work, if applicable. Indicate number of employees supervised. If needed, attach additional sheets, using the same format as on the application. All information on this section **MUST** be completed. Résumé may be attached to provide additional information.

Dates	Employer Name and Address	Supervisor Name and Job Title	Phone #
Job Title			Reason for Leaving
Duties, Responsibilities, Promotions			Salary
May we call this employer?			Start: End:

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Dates	Employer Name and Address	Supervisor Name and Job Title	Phone #
Job Title			Reason for Leaving
Duties, Responsibilities, Promotions			Salary
May we call this employer?			Start: End:

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EMPLOYMENT APPLICATION, continued

REFERENCES

Please provide three business references. This section **MUST** be completed.

Name/ Title	Employer / Company	Phone:
		Relationship:
		Years Known:
Name/ Title	Employer / Company	Phone:
		Relationship:
		Years Known:
Name/ Title	Employer / Company	Phone:
		Relationship:
		Years Known:

GENERAL

Are you willing to work evenings or weekends if the job requires?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Will you be able to perform the job functions you are applying for without reasonable accommodation?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have you ever been convicted of a crime, except a minor traffic violation? If Yes, explain:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If offered employment, will you be able to provide proof of identity and authorization to work in the U.S.?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

APPLICANT STATEMENT

I understand and agree to the following:

- This application is not a contract of employment.
- Should the employer hire me and should any of the information I have given in this application be found false, misleading, or incomplete, I shall be subject to dismissal.
- The employer follows an "at will" employment policy, meaning I or the employer may terminate employment at any time for any reason consistent with the applicable law.
- All hired persons must provide proof of identity and authorization to work in the U.S. Failure to produce such proof will result in denial of employment.

I authorize investigation of all statements given on this application. The employer may contact any educational institution, reference, or employer listed on this application, except my current employer if so noted, to verify the information I have given. I hereby release all involved parties from any liability arising from such an investigation.

I certify that all the information given in this application is complete and true.

Signature of Applicant

Date
