



APPLICATION FOR EMPLOYMENT
AN EQUAL OPPORTUNITY EMPLOYER

Is an equal opportunity employer and makes employment decisions on the basis of merit and without regard to race, age, sex, color, gender, gender identity/expression, transgender, religion, political affiliation, genetic characteristics or information, veteran status, marital status, national origin or ancestry, sexual orientation, pregnancy, physical or mental disability or medical condition unrelated to the individual's ability to perform the job, or any other consideration made unlawful by federal, state, or local laws.

PERSONAL
INFORMATION

Last Name	First Name	Middle Name
Current Address		
Street	City	State Zip
Telephone Number	Email	Are you 18 years or older? Yes ☐ No ☐

Position(s) Applying for:

Location(s):

EMPLOYMENT INFORMATION

Are you currently employed? Yes ☐ No ☐ If yes, Full Time ☐ Part Time ☐ May we contact your present employer? Yes ☐ No ☐

Salary desired Date you can start How did you hear about this job? Who referred you?

Can you provide required proof of your eligibility to work in the United States? Yes ☐ No ☐

Are you able to perform the essential functions of the job for which you are applying, either with or without a reasonable accommodation?

If no, describe the functions that cannot be performed:

(We comply with the ADA and consider reasonable accommodation measures that may be necessary for eligible applicants/employees to perform essential functions. Hire may be subject to passing a medical examination, and/to skill and agility tests.)

AVAILABILITY

Full Time ☐ Part Time ☐ Temporary ☐ Days: Mon ☐ Tues ☐ Wed ☐ Thurs ☐ Fri ☐ Sat ☐ Sun ☐ Shift: Morning ☐ Afternoon ☐ Evening ☐

Are you available to work: Overtime ☐ Weekends ☐ Hours you are unavailable to work (if any)?

If hired, would you have a reliable means of transportation to and from work? Yes ☐ No ☐

EDUCATION

Education	Name and Location	# of Years Attended	Degree	Major
High School				
College				
Trade, Business, Correspondence				

Please list any languages you speak/read/write and the fluency level (beginner/intermediate/advanced):

Do you have any family members currently employed by United Markets? If so, please list their name(s)

Have you ever applied to or worked for United Markets before? Yes: ☐ No: ☐ If yes, when?

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EMPLOYMENT HISTORY

List below all present and past employment starting with your most recent employer (last 7 years). Account for **all** periods of unemployment.
(You must complete this section even if attaching a Resume)

Dates of Employment	Name and Address of Employer Supervisor Name and Number	Position Title and Responsibilities	Reason for Leaving
From			
To			
From			
To			
From			
To			
From			
To			
From			
To			
From			
To			

REFERENCES

Provide the names of three **professional** references, not related to you, whom you have known for at least one year and can give accurate information about your employment experience. **Please identify the reference as a Supervisor, Peer or Subordinate. No personal references please.**

Name	Occupation and Business Relationship	Years Acquainted	Business Number	Home Number
1.				
2.				
3.				

PLEASE READ CAREFULLY, INITIAL EACH PARAGRAPH AND SIGN BELOW

_____ I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment and that the answers given by me are true and correct to the best of my knowledge. I further certify that I, the undersigned applicant, **have personally completed this application**. I understand that any omission or misstatement of material fact on this application or on any document used to secure employment shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery.

_____ I hereby authorize United Markets (the Company) to thoroughly investigate my references, work record, education and other matters related to my suitability for employment and, further, authorize the references I have listed to disclose to the Company any, and all letters, reports and other information related to my work records, without giving me prior notice of such disclosure. In addition, I hereby release the Company, my former employers and all other persons, corporations, partnerships, and associations from any, and all claims, demands or liabilities arising out of or in any way related to such investigation or disclosure.

_____ I understand that an offer for employment may be contingent upon passing a background check.

_____ I understand that nothing contained in the application or conveyed during any interview which may be granted or during my employment, if hired, is intended to create an employment contract between me and the Company. In addition, I understand and agree that if I am employed, my employment is for no definite or determinable period and may be terminated at any time, with or without prior notice, at the option of either myself or the Company, and that no promises or representations contrary to the foregoing are binding on the Company unless made in writing and signed by me and the Company President and Owner.

_____ Should a search of public records (including records documenting an arrest, indictment, conviction, civil judicial action, tax lien, or outstanding judgment) be conducted by internal personnel employed by the Company, I am entitled to copies of any such public records obtained by the Company. If the employer makes a preliminary decision that the applicant's conviction history disqualifies the applicant from employment, the employer must notify the applicant in writing. The written notification must include the following: notice of the disqualifying conviction(s) that are the basis for the preliminary decision to rescind the offer; a copy of the conviction history report, if any; and an explanation of the applicant's right to respond to the notice before the decision becomes final. The applicant has five days to respond, and that time may be extended for an additional five days if the applicant notifies the employer in writing that there is a dispute on the accuracy of the conviction history report.

Applicant's Signature _____ **Date** _____