

DataWise, Inc
Employment Application Form

Printed/Hard Copy form:
 Please write neatly

Please send completed application to:
Email to: jobs@datawise.org
 or
fax to: (801) 905-7920

Printed/Hard Copy form:
 Please write neatly

Resumes and Cover Letters are encouraged and may be attached to application. Be sure to answer all questions.

Date:		Referred by:		
Name:				
Last	First	Middle	Maiden	
Present address :				
Number	Street	City	State	Zip
How long:			Social Security No:	
Telephone:				
Email:				
Are you under age 18? <input type="checkbox"/> YES <input type="checkbox"/> NO				
Are you currently authorized to work in the United States? <input type="checkbox"/> YES <input type="checkbox"/> NO. Proof of eligibility will be required if hired.				
Position Applied for:		Days/times available to work:		
Wage Desired:				
		No Pref:	Thu:	
		Mon:	Fri:	
		Tue:	Sat:	
		Wed:	Sun:	
Employment desired <input type="checkbox"/> FULL-TIME <input type="checkbox"/> PART-TIME <input type="checkbox"/> FULL- OR PART-TIME				
<input type="checkbox"/> DAYS <input type="checkbox"/> EVENINGS <input type="checkbox"/> AT-HOME CODING				
When are you available to start work?				
TYPE OF SCHOOL	NAME OF SCHOOL	LOCATION	NUMBER OF YEARS COMPLETED	MAJOR or DEGREE
High School				
College				
Bus. or Trade School				
Professional School				

Have you ever been convicted of a crime which is substantially related to the functions or qualifications of the job for which you are applying? No Yes A Conviction record will not necessarily disqualify you from employment.

If yes, explain number of conviction(s), nature of offense(s) leading to conviction(s), how recently such offense(s) was/were committed, sentence(s) imposed, and type(s) of rehabilitation

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APPLICATION FOR EMPLOYMENT

COMPUTER SKILLS

Typing	<input type="checkbox"/> Yes	_____ WPM	10-key	<input type="checkbox"/> Yes	<input type="checkbox"/> MS DOS operating system
	<input type="checkbox"/> No			<input type="checkbox"/> No	<input type="checkbox"/> Windows 98/2000/XP-current OS

Additional Experience:

- WordPerfect MS Word Excel PowerPoint
- Paradox Access
- Uncle SAS WinCross
- SPSS (specify version
- Basic/QBasic
- Delphi C++ HTML

Additional skills:

Please list two references other than relatives.

Name:

Name:

Position:

Position:

Company:

Company:

Address:

Address:

Telephone:

Telephone:

Please use this space to elaborate on any background, experience, or qualifications which you believe should be considered in evaluating your qualifications for employment. You may include hobbies, volunteer experience, and other activities you believe relevant. Please omit any information that would disclose your race, gender, age, marital status, ethnic origin, religious or political affiliations, or disability.

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Work experience Please list your work experience beginning with your most recent job held.
If you were self-employed, give firm name. **Attach additional sheets or use back if necessary.**

Name of employer Address City, State, Zip Code Phone number	Name of last supervisor	Employment dates	Pay or salary
		From To	Start Final
	Your last job title		

Reason for leaving (be specific)

List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.

Name of employer Address City, State, Zip Code Phone number	Name of last supervisor	Employment dates	Pay or salary
		From To	Start Final
	Your last job title		

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List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.

May we contact your present employer? Yes No

Did you complete this application yourself Yes No If not, who did? _____

After reviewing the attached job description, please indicate if you are able to perform the essential functions of the job for which you have applied Yes No. if you answered "No", please identify those job functions that you cannot perform. If a reasonable accommodation is required to enable you to perform the job properly and safely, please describe:

PLEASE READ CAREFULLY

APPLICATION FORM WAIVER

As indication that you have read and understood each sentence, please write/type initials in the spaces provided below.

In exchange for the consideration of my job application by DataWise, Inc (hereinafter called "the Company"), I agree that:

Neither the acceptance of this application nor the subsequent entry into any type of employment relationship, either in the position applied for or any other position, and regardless of the contents of employee handbooks, personnel manuals, benefit plans, policy statements, and the like as they may exist from time to time, or other Company practices, shall serve to create an actual or implied contract of employment,____ or to confer any right to remain an employee of DataWise, Inc, or otherwise to change in any respect the employment-at-will relationship between it and the undersigned,___ and that relationship cannot be altered except by a written instrument signed by the Owner/Managing Member of the Company.____ Both the undersigned and DataWise, Inc may end the employment relationship at any time, without specified notice or reason.____ If employed, I understand that the Company may unilaterally change or revise their benefits, policies and procedures and such changes may include reduction in benefits._____

I authorize investigation of all statements contained in this application.____ I understand that the misrepresentation or omission of facts called for is cause for dismissal at any time without any previous notice.____ I hereby give the Company permission to contact schools, all previous employers (unless otherwise indicated), references, and others, and hereby release the Company from any liability as a result of such contact._____

I understand that, in connection with the routine processing of your employment application, the Company may request from a consumer reporting agency an investigative consumer report including information as to my credit records, character, general reputation, personal characteristics, and mode of living.____ Upon written request from me, the Company, will provide me with additional information concerning the nature and scope of any such report requested by it, as required by the Fair Credit Reporting Act._____

I further understand that my employment with the Company shall be probationary for a period of ninety (90) days, and further that at any time during the probationary period or thereafter, my employment relationship with the Company is terminable at will for any reason by either party._____

Signature of applicant _____ **Date:** _____

DataWise, Inc is an equal employment opportunity employer. We adhere to a policy of making employment decisions without regard to race, color, religion, gender, sexual orientation, national origin, citizenship, age or disability. We assure you that your opportunity for employment with DataWise depends solely on your qualifications.

Thank you for completing this application form and for your interest in our business.