

# Employment Application

(A resume may be submitted in lieu of this application)

Today's Date:

Have you ever worked or attended school under another name that we need to know to verify our records? If yes, name:

Name (Last) (First) (Middle)

Yes  No

Address (Number, Street, City, State, Zip Code)  Permanent  Temporary  Mailing Address

Home Phone Number ( ) Business or Temporary Phone ( ) Social Security Number - - - - - - - - - -

Previous Residence Currently Employed  F/T  P/T  Unemployed

Have you ever been convicted of a crime (Misdemeanors or felonies) by a civilian or military court?

Position Desired (Check only one) Minimum Salary Desired Schedule Preferred  F/T  P/T  
 Account Manager  Sales Assistant  Other (specify)

Yes  No  
 Conviction of a crime will not automatically prohibit employment.

List all times you are available to work. Sales dept hours: 6 a.m. to 4 p.m.  
 Monday From: To: Tuesday From: To: Wednesday From: To: Thursday From: To: Friday From: To:

How were you referred to Data Focus?  
 Employee  Ad  Agency  
 Other (specify)

Have you ever applied for employment with Data Focus? If yes, indicate date and position applied for.

Yes  No

EDUCATION	School name & address	Course of study	Date from (mo/yr)	Date to (mo/yr)	Circle last year completed	List Diploma/Degree
High School					1 2 3 4	
College					1 2 3 4	
Other (specify)					1 2 3 4	

**EMPLOYMENT HISTORY** List in order of employment starting with your present employment. Please account for all time, including current employment, military service, part time jobs and periods of unemployment. If you held two jobs at the same time, be sure to list both jobs. If more space is needed, attach a sheet or continue on another application.

Date from Mo/Yr	Date to Mo/Yr	Name of business	Business address/phone	Job title/nature of job	Salary	Reason for leaving

**PERIODS OF UNEMPLOYMENT** (Please account for all gaps in employment)

From (Mo/Yr)	To (Mo/Yr)	Reason

Please read carefully and sign below

Data Focus supports a drug and alcohol free workplace. Consistent with this policy, Data Focus will condition an offer of employment on the satisfactory completion of a drug and alcohol test (urine and hair analysis). A positive test will result in a withdrawal of the conditional offer of employment.

The undersigned applicant certifies that they have read this disclosure and that the facts contained herein are true and accurate. It is also understood that any falsehood or omission of information is grounds for non-hiring or termination, regardless of when such information is discovered. I agree that, if I am hired, Data Focus has the right, exercisable in its sole discretion, to make and implement decisions relating to my position, compensation, retention, termination, and other terms and conditions of employment. I agree that, if I am hired, my employment will be an employment at will, subject to termination by Data Focus or by me at any time, with or without cause. I understand that Data Focus is not bound by anything to the contrary which may be communicated to me. I further agree that any Data Focus personnel manual, handbook, publication, policy, procedure, rule or regulation that may now or in the future apply to me is subject to change or withdrawal by Data Focus at any time and does not modify the employment-at-will relationship described above.

Signature of Applicant (Do Not Print)

Today's Date

Questions: 925-685-2020

Data Focus, 391 Taylor Blvd., Pleasant Hill, CA 94523 • Fax: 925-826-2030 • jobs@data2020.com • www.data2020.com. Data Focus is an Equal Opportunity Employer.

