

Calvary Design Team, Inc.

APPLICATION FOR EMPLOYMENT

Please Answer All Questions. Resumes Are Not A Substitute For A Completed Application.

I UNDERSTAND THAT NEITHER THIS APPLICATION NOR ANY COMMUNICATION BY A MANAGEMENT REPRESENTATIVE IS INTENDED TO CREATE OR DOES CREATE A CONTRACT OF EMPLOYMENT, OFFER, OR PROMISE OF EMPLOYMENT. I ACKNOWLEDGE THAT IF HIRED BY CALVARY DESIGN TEAM, INC., EMPLOYMENT IS ON AN AT-WILL BASIS. THIS MEANS CALVARY DESIGN TEAM, INC. IS FREE TO TERMINATE MY EMPLOYMENT AT ANY TIME, WITH OR WITHOUT CAUSE OR ADVANCE NOTICE, IN ACCORDANCE WITH NEW YORK LAW, AND ACCEPTANCE OF EMPLOYMENT IS NOT A CONTRACT OF EMPLOYMENT FOR ANY SPECIFIED TIME. SIMILARLY, I AM FREE TO TERMINATE MY EMPLOYMENT WITH CALVARY DESIGN TEAM, INC. AT ANY TIME FOR ANY REASON. THIS AT-WILL PROVISION MAY BE MODIFIED OR WAIVED ONLY IN A WRITTEN AGREEMENT SIGNED BY AN AUTHORIZED REPRESENTATIVE OF CALVARY DESIGN TEAM, INC. AND ME.

We are an equal opportunity employer. Applicants are considered for position without regard to race, religion, sex, national origin, age, disability, sexual orientation or any other consideration made unlawful by applicable federal, state, or local laws.

Please Print Clearly

Date _____ Position Applied For _____ Referred By _____

Name _____ Telephone Number () _____

Present Address (Street, Apt. or Unit No.) _____

City / State / Zip _____ Desired Salary _____

Are you able at the time of employment to submit verification of your legal right to work in the U.S.? (*Verification and completion of Form I-9 must be submitted no later than three business days after date of hire.*) Yes No

If under the age of 18, can you produce the necessary work certificate at the time of employment? Yes No

Type of employment desired? Full-time Part-time (Specify Hours) _____

Are you willing to work overtime? Yes No Date on which you can start _____

Have you ever applied to this Company before? Yes No If Yes, when did you apply? _____

Within the past ten (10) years, have you been convicted of a felony? (Do not include convictions that were sealed, eradicated, erased or expunged; convictions that resulted in referral to a diversion program; or marijuana-related convictions that are more than two (2) years old.) Yes No

If Yes, please explain so that individual circumstances can be considered.

NOTE

- *Criminal convictions will not automatically disqualify an applicant from a particular job. Calvary Design Team, Inc. will consider the nature of the crime, its seriousness, whether the conviction(s) substantially relates to the position's functions and qualifications, the frequency of convictions, the applicant's age at the time of conviction, the time elapsed since the date of conviction or completion of jail sentence, the applicant's entire work and educational history, and employment references and recommendations.*

Have you ever initiated an act of violence in the workplace? Yes No

If Yes, please explain so that individual circumstances can be considered.

List special technical skills that you feel qualify you for the job for which you are applying (i.e., computer programming/language, software, equipment operation, special tools or machines, etc.):

Education	School Name and Location	Course of Study	Graduate?	# of Years Completed	Degree/Major
High School					
College					
Bus./Tech./Trade Or Post College					

Honors Received _____

WORK EXPERIENCE

Start with your present or last place of employment. You may include any verifiable work performed on a volunteer basis, internships, or military service.

Employer

Name _____ Address _____ Type of Business _____

Phone (_____) _____ Dates Employed From ____/____/____ To ____/____/____

Job Title _____ Supervisor's Name _____

May we contact? Yes _____ No _____

Wages Start _____ Final _____ Reason for Leaving _____

Duties _____

Employer

Name _____ Address _____ Type of Business _____

Phone (_____) _____ Dates Employed From ____/____/____ To ____/____/____

Job Title _____ Supervisor's Name _____

May we contact? Yes _____ No _____

Wages Start _____ Final _____ Reason for Leaving _____

Duties _____

Employer

Name _____ Address _____ Type of Business _____

Phone (_____) _____ Dates Employed From ____/____/____ To ____/____/____

Job Title _____ Supervisor's Name _____

May we contact? Yes _____ No _____

Wages Start _____ Final _____ Reason for Leaving _____

Duties _____

REFERENCES

Please list the names of additional work-related references we may call. Individuals with no prior experience may list school or volunteer related references.

NAME	POSITION	COMPANY	WORK RELATIONSHIP (i.e., supervisor, co-worker)	TELEPHONE #

APPLICANT CERTIFICATION

I understand and agree that if driving is a requirement of the job for which I am applying, my employment and/or continued employment is contingent on possessing a valid driver's license and automobile liability insurance in an amount equal to the minimum required by New York.

I understand that Calvary Design Team, Inc. may now have, or may establish, a drug-free and smoke-free workplace or drug and/or alcohol testing program consistent with applicable federal, state and local law. If Calvary Design Team, Inc. has such a program and I am offered a conditional offer of employment, I understand that if a pre-employment (post-offer) drug and/or alcohol test is positive, the employment offer may be withdrawn. I agree to work under the conditions requiring a drug-free workplace, consistent with applicable federal, state, and local law. I also understand that all employees of the location, pursuant to Calvary Design Team, Inc.'s policy and federal, state, and local law, maybe subject to urinalysis and/or blood screening or other medically recognized tests designed to detect the presence of alcohol or controlled drugs. If employed, I understand that the taking of alcohol and/or drug tests is a condition of continual employment and I agree, if asked, to undergo alcohol and drug testing consistent with Calvary Design Team, Inc.'s policies and applicable federal, state and local law. I also understand and agree that Calvary Design Team, Inc. does not permit smoking of tobacco products, within or around company buildings, or any company-owned vehicles at any time.

If employed by Calvary Design Team, Inc., I understand and agree that Calvary Design Team, Inc., to the extent permitted by federal, state and local law, may exercise its right, without prior warning or notice to conduct investigations of property (including, but not limited to, files, lockers, desks, vehicles, and computers) and, in certain circumstances, my personal property.

I understand and agree that as a condition of employment and to the extent permitted by federal, state and local law, I may be required to sign a confidentiality, non-compete, and/or conflict of interest statement.

I certify that all the information on this application, my resume, or any supporting documents is complete and accurate to the best of my knowledge. I understand that any falsification, misrepresentation, or omission of any information may result in disqualification from consideration for employment or, if employed, disciplinary action, up to and including immediate dismissal.

I UNDERSTAND THAT NEITHER THIS APPLICATION NOR ANY COMMUNICATION BY CALVARY DESIGN TEAM, INC. IS INTENDED TO CREATE OR DOES CREATE A CONTRACT OF EMPLOYMENT, OFFER, OR PROMISE OF EMPLOYMENT. I ACKNOWLEDGE THAT IF HIRED BY CALVARY DESIGN TEAM, INC., EMPLOYMENT IS ON AN AT-WILL BASIS. THIS MEANS CALVARY DESIGN TEAM, INC. IS FREE TO TERMINATE MY EMPLOYMENT AT ANY TIME, WITH OR WITHOUT CAUSE OR ADVANCE NOTICE, IN ACCORDANCE WITH NEW YORK LAW, AND ACCEPTANCE OF EMPLOYMENT IS NOT A CONTRACT OF EMPLOYMENT FOR ANY SPECIFIED TIME. SIMILARLY, I AM FREE TO TERMINATE MY EMPLOYMENT WITH CALVARY DESIGN TEAM, INC. AT ANY TIME FOR ANY REASON. THIS AT-WILL PROVISION MAY BE MODIFIED OR WAIVED ONLY IN A WRITTEN AGREEMENT SIGNED BY AN AUTHORIZED REPRESENTATIVE OF CALVARY DESIGN TEAM, INC. AND ME. I AGREE TO CONFORM TO THE RULES AND REGULATIONS OF CALVARY DESIGN TEAM, INC., AND I UNDERSTAND THAT CALVARY DESIGN TEAM, INC. HAS COMPLETE DISCRETION TO MODIFY SUCH RULES AND REGULATIONS AT ANYTIME, EXCEPT THAT IT WILL NOT MODIFY ITS POLICY OF EMPLOYMENT AT-WILL.

I authorize Calvary Design Team, Inc. or its agents to confirm all statements contained in this application and/or resume as it relates to the position I am seeking and to the extent permitted by federal, state or local law. I agree to complete any requisite authorization forms for the background investigation, if asked.

I authorize and consent to, without reservation, any party or agency contacted by this employer to furnish the above-mentioned information. I hereby release, discharge and hold harmless, to the extent permitted by federal, state and local law, any party delivering information to Calvary Design Team, Inc. or its duly authorized representative pursuant to this authorization from any liability, claims charges, or causes of action which I may have as a result of the delivery or disclosure of the above requested information. I hereby release from liability Calvary Design Team, Inc. and its representative for seeking such information and all other persons, corporations, or organizations furnishing such information.

I understand Calvary Design Team, Inc. hires only individuals who are legally eligible to work in the United States.

Applicant Signature _____ **Date** _____

For Minors Only:

If the applicant is a minor, the foregoing release and consent must be signed by the applicant's parent or legal guardian. Signature by the applicant's parent or legal guardian constitutes acknowledgement by the applicant and the parent or legal guardian that Calvary Design Team, Inc., to the extent permitted by federal, state and local law, can test the applicant for controlled substances, conduct inspections of property without notice, and communicate screen results to Calvary Design Team, Inc. personnel who need to know, the applicant, and the applicant's legal guardian.

Parent/Legal Guardian

Date