

OXFORD EXCHANGE

Application for Employment

Please download this form to fill out and send

Oxford Exchange is an equal opportunity employer and does not discriminate against otherwise qualified applicants on the basis of race, color, creed, religion, ancestry, age, sex, marital status, national origin, disability or handicap, or veteran status. This application for employment is good for 30 days only. Consideration for employment after 30 days requires a new application.

Name _____ Date _____

Address _____
Number & Street City State Zip Code

Position Sought _____ Full Time _____ Part Time _____

Date Available _____ Salary Desired _____ Phone Number _____

Email _____ Are you over 18 years old? _____ Yes _____ No

Are you legally eligible for employment in the United States? _____ Yes _____ No

(If offered employment, you will be required to provide documentation to verify eligibility.)

EDUCATION: Please indicate education or training which you believe qualifies you for the position you are seeking.

High School: Number of years completed _____ 1 _____ 2 _____ 3 _____ 4

Diploma: _____ Yes _____ No G.E.D.: _____ Yes _____ No

School(s) _____

City/State _____

College and/or Vocational School: Number of years completed _____ 1 _____ 2 _____ 3 _____ 4

School(s) _____ City/State _____

Major(s) _____ Degree(s) Earned _____

Other Training or Degrees:

School(s) _____ City/State _____

Course _____ Degree/Certificate Earned _____

PROFESSIONAL LICENSE OR MEMBERSHIP:

Type of License(s) Held _____

License Number _____

(You need not to disclose membership in professional organizations that may reveal information regarding race, color, creed, sex, religion, national origin, ancestry, age, disability, marital status, veteran status or any other protected status.)

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SKILLS:

.....

AVAILABILITY:

Monday _____

Tuesday _____

Wednesday _____

Thursday _____

Friday _____

Saturday _____

Sunday _____

.....

RECORD OF CONVICTION :

During the last seven years, have you ever been convicted of a crime other than a minor traffic offense?

____ Yes ____ No

Are you, or have you ever been, a sex offender registered with any federal, state, or local government agency, including any listing on a public website?

____ Yes ____ No

If yes, please explain: _____

(A conviction will not necessarily automatically disqualify you for employment. Rather, such factors as age and date of conviction, seriousness and nature of the crime, and rehabilitation will be considered.)

EMPLOYMENT : List last employer first, including U.S. Military Service.

May we contact your present employer? ____ Yes ____ No

If any employment was under a different name, indicate name _____

(1) Employer _____ Telephone _____

Address _____

Position _____ Full Time ____ Part Time ____ No. of Hours

Dates of Employment: From _____ to _____
Month / Year Month / Year

Salary _____ Supervisor _____

Duties _____

Reason for Leaving _____

(2) Employer _____ Telephone _____

Address _____

Position _____ Full Time ____ Part Time ____ No. of Hours

Dates of Employment: From _____ to _____
Month / Year Month / Year

Salary _____ Supervisor _____

Duties _____

Reason for Leaving _____

(3) Employer _____ Telephone _____

Address _____

Position _____ Full Time ____ Part Time ____ No. of Hours

Dates of Employment: From _____ to _____
Month / Year Month / Year

Salary _____ Supervisor _____

Duties _____

Reason for Leaving _____

If you wish to describe additional work experience, attached the previous information for each position on a separate piece of paper.

Please explain any gaps in work history: _____

Have you ever been discharged or asked to resign from a job? Yes _____ No _____

If yes, please explain: _____

.....

REFERENCES: Please list any professional references.

Name _____ Phone _____

Address _____

Name _____ Phone _____

Address _____

Name _____ Phone _____

Address _____

.....

APPLICANT'S CERTIFICATION AND AGREEMENT

I hereby certify that the facts set forth in the above employment application are true and complete to the best of my knowledge and authorize Oxford Exchange to verify their accuracy and to obtain reference information on my work performance. I hereby release Oxford Exchange from any/all liability of whatever kind and nature that, at any time, could result from obtaining and having an employment decision based on such information.

I understand that, if employed, falsified statements of any kind or omissions of facts called for on this application shall be considered sufficient basis for dismissal.

I understand should an employment offer be extended to me and accepted, that I will fully adhere to the policies, rules and regulations of employment of the Employer. However, I further understand that the policies, rules and regulations of employment or anything said during the interview process shall be deemed to constitute the terms of an implied employment contract. I understand that any employment offered is for an indefinite duration and at will, either the Employer or I may terminate my employment at any time with or without notice or cause.

Signature of Applicant _____ Date _____

OXFORD EXCHANGE

Consumer Report Disclosure and Authorization

DISCLOSURE:

In connection with my your application for employment, Oxford Exchange may obtain a consumer report about you through a third-party consumer reporting agency, such as Merchants Association of Florida Background Screening and Sarma. If you are hired or if you already work for Oxford Exchange, Oxford Exchange may order additional consumer reports about you for employment purposes during your employment. I understand thatA consumer report may include information regarding your criminal history, motor vehicle driving record, or credit history. If a consumer report is used to make decisions about your employment, you will be provided a copy of the report before any such decision is made.

AUTHORIZATION:

I acknowledge that I have read the foregoing disclosure statement. If I am an applicant, I authorize Oxford Exchange to obtain a consumer report on me in connection with my application for employment and at any point during my employment if I am hired. If I already work for Oxford Exchange, I authorize Oxford Exchange to obtain a consumer report on me in connection with my ongoing employment. I understand that Oxford Exchange may use the information it obtains for employment purposes, including but not limited to, hiring, promotion, retention, and termination.

I expressly authorize any person or agency that provides consumer reports to provide a consumer report about me to Oxford Exchange. I understand that I may request a copy of any report obtained by Oxford Exchange if any employment-related decision is made based on information obtained from the report.

Name _____ Date _____

Address _____
Number & Street City State Zip Code

Social Security Number _____

For Identification Purposes:

Month _____ Day _____ Year _____ Race _____
(Date of Birth)

Other or Former Names _____

Signature _____ Date _____

