Chapman Partnership is an equal opportunity employer. This application will not be used for limiting or excluding any applicant from consideration for employment on a basis prohibited by local, state, or federal law. Should an applicant need reasonable accommodation in the application process, he or she should contact a company representative.

# Please fill out all of the sections below:

Applicant Information

|  |  |
| --- | --- |
| *Applicant Name:*  |  |
| Address: |  |
| *City, State, Zip Code:* |  |
| *Telephone Number (s):* |  |
| *E-mail address:* |  |
| *Date of Application:* |  |

Employment Position

*Position(s) applying for: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*How did you hear about this position?*

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | Newspaper Ad |  | State employment office |  | Employment Agency |  | Friend |
|  | Online Ad |  | College placement Service |  | Walk In |  |
|  | Website: |  |  | Other: |  |

|  |  |
| --- | --- |
| What days are you available for work? |  |
| What hours or shift are you available for work? |  |
| If needed, are you available to work overtime? |  |
| On what date can you start working if you are hired? |  |
| Do you have reliable transportation to and from work? |  |
| Salary desired: |  |

Personal Information

Have you ever applied to or worked for Chapman Partnership before? YES NO

|  |  |
| --- | --- |
| *If yes, when?* |  |

Do you have any friends, relatives, or acquaintances working for Chapman Partnership YES NO

|  |  |
| --- | --- |
| *If yes, state name & relationship:* |  |

|  |  |  |
| --- | --- | --- |
| Are you 18 years of age or older? | YES | NO |
| Are you a U.S. citizen or approved to work in the United States? | YES | NO |
| What document can you provide as proof of citizenship or legal status? |  |
|  |  |
| Will you consent to a mandatory controlled substance test? | YES | NO |
| Do you have any condition which would require job accommodations? | YES | NO |
| *If yes, please describe accommodations required below* |  |  |
|  |  |  |
| Have you ever been convicted of a criminal offense (felony or misdemeanor)? | YES | NO |
| *If yes, please state the nature of the crime(s), when and where convicted and disposition of the case:* |  |  |
|  |  |  |

*(Note: No applicant will be denied employment solely on the grounds of conviction of a criminal oﬀense. The date of the oﬀense, the nature of the oﬀense, including any signiﬁcant details that aﬀect the description of the event, and the surrounding circumstances and the relevance of the oﬀense to the position(s) applied for may, however, be considered.)*

Job Skills/Qualifications

Please list below the skills and qualifications you possess for the position for which you are applying:

|  |
| --- |
|  |
|  |
|  |
|  |
|  |

*(Note: Chapman Partnership complies with the ADA and considers reasonable accommodation measures that may be necessary for eligible applicants/employees to perform essential functions.)*

Education and Training

High School

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Location (City, State) | Year Graduated | Degree Earned |
|  |  |  |  |

College/University

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Location (City, State) | Year Graduated | Degree Earned |
|  |  |  |  |

Vocational School/Specialized Training

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Location (City, State) | Year Graduated | Degree Earned |
|  |  |  |  |

*Military:*

Are you a member of the Armed Services? YES NO

|  |  |
| --- | --- |
| What branch of the military did you enlist? |  |
| What was your military rank when discharged? |  |
| How many years did you serve in the military? |  |
|  What military skills do you possess that would be an asset for this position?*required below* |  |
|  |

# Previous Employment

|  |  |
| --- | --- |
| Employer Name: |  |
| Job Title: |  |
| Supervisor Name: |  |
| Employer Address: |  |
| City, State and Zip Code: |  |
| Employer Telephone: |  |
| Dates Employed: |  |
| Starting/Ending Salary: |  |
| Reason for leaving: |  |

|  |  |
| --- | --- |
| Employer Name: |  |
| Job Title: |  |
| Supervisor Name: |  |
| Employer Address: |  |
| City, State and Zip Code: |  |
| Employer Telephone: |  |
| Dates Employed: |  |
| Starting/Ending Salary: |  |
| Reason for leaving: |  |

|  |  |
| --- | --- |
| Employer Name: |  |
| Job Title: |  |
| Supervisor Name: |  |
| Employer Address: |  |
| City, State and Zip Code: |  |
| Employer Telephone: |  |
| Dates Employed: |  |
| Starting/Ending Salary: |  |
| Reason for leaving: |  |

# References

Please provide 3 personal and professional reference(s) below:

|  |  |
| --- | --- |
| Reference | Contact Information |
|  |  |
| Reference | Contact Information |
|  |  |
|  |  |

# AT-WILL EMPLOYMENT

The relationship between you and the Chapman Partnership is referred to as "employment at will." This means that your employment can be terminated at any time for any reason, with or without cause, with or without notice, by you or the Chapman Partnership. No representative of Chapman Partnership has authority to enter into any agreement contrary to the foregoing "employment at will" relationship. You understand that your employment is "at will," and that you acknowledge that no oral or written statements or representations regarding your employment can alter your at-will employment status, except for a written statement signed by you and either our Executive Vice-President/Chief Operations Officer or the Company's President.

*I certify that the facts contained in this application are true and complete to the best of my knowledge and understand that, if employed, falsified statements on this application shall be grounds for dismissal.*

Applicant Signature: Date: