**Application for Employment**

**Anverse, Inc.**

PO Box 3188

Cartersville, GA 30120

(770) 607-8870

We are pleased that you are seeking employment with **Anverse, Inc**. We participate in the E-Verify program, with the Social Security Administration and Department of Homeland Security, to determine whether Form I-9 documentation is valid. We use the E-Verify photo screening tool with the official US Citizenship and Immigration Services.

Applicant Name: Date:

Position(s) applied for or type of work desired:

Address:

Telephone: Type: Cell Home Other

Email Address: ­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Type of Employment Desired:

Full Time Part Time Temporary

Date Available to Start Employment:

Are you able to meet the attendance requirements? Yes No

Do you have any objection to working overtime if necessary? Yes No

Can you travel if required by this position? Yes No

Have you ever been previously employed by our organization? Yes No

**Education History**

Begin with high school and include any military schools or secondary education you may have attended.

High School: Address:

Graduate? Yes No GED

College/Trade School: Address:

Course of Study: Degree:

College/Trade School: Address:

Course of Study: Degree:

College/Trade School: Address:

Course of Study: Degree:

**Skills**

Licenses or Certifications:

Typing Speed: Software:

Additional Computer Skills:

Other Skills:

**Employment History**

Please provide all employment information from your past four employers, starting with the most recent.

Employer: Position Held:

Address: Telephone:

Immediate Supervisor and Title:

Dates Employed: to

Job Summary:

Reason for Leaving:

Employer: Position Held:

Address: Telephone:

Immediate Supervisor and Title:

Dates Employed: to

Job Summary:

Reason for Leaving:

Employer: Position Held:

Address: Telephone:

Immediate Supervisor and Title:

Dates Employed: to

Job Summary:

Reason for Leaving:

Employer: Position Held:

Address: Telephone:

Immediate Supervisor and Title:

Dates Employed: to

Job Summary:

Reason for Leaving:

**References**

List three references who we may contact who have knowledge of your performance and work experience.

Name: Company: Title:

Address: Telephone:

Name: Company: Title:

Address: Telephone:

Name: Company: Title:

Address: Telephone:

**Please read the following statements carefully before signing and completing this application**.

Anverse, Inc. is proud to be an equal opportunity employer. Anverse, Inc. does not discriminate in employment on account of race, color, religion, national origin, citizenship status, ancestry, age, sex, gender, sexual orientation, marital status, physical or mental disability, military status or unfavorable discharge from military service.

I understand that it is the policy of Anverse, Inc. not to refuse to hire or otherwise discriminate against a qualified individual with a disability because of that person’s need for a reasonable accommodation as required by the Americans with Disabilities Act (ADA).

I understand that neither the completion of this application nor any other part of my consideration for employment obligates Anverse, Inc. to hire me. If I am hired, I understand that either Anverse, Inc. or I can terminate my employment for any time and for any reason, with or without cause and without prior notice. I understand that no representative of Anverse, Inc. has the authority to make any assurance to the contrary.

I also understand that if I am employed, I will be required to provide satisfactory proof of identity and legal work authorizations within three days of being hired. Failure to submit such proof within the required time shall result in immediate termination of employment.

I hereby authorize Anverse, Inc. to contact, obtain, and verify the accuracy of information contained in this application from all previous employers, educational institutions, and references. I also hereby release from liability Anverse, Inc. and its representatives for seeking, gathering, and using such information to make employment decisions and all other persons or organizations for providing such information.

I attest with my signature below that I have given Anverse, Inc. true and complete information on this application. No request information has been concealed. I also understand that Anverse, Inc. may request to contact references provided for employment reference checks, and under consistent hiring practices, will require pre-employment screening and background verification as a condition of employment upon any employment offer. If any information I have provided is untrue, or if I have concealed material information, I understand that this will constitute cause for the denial of employment or immediate dismissal.

I represent and warrant that I have read and fully understand the foregoing, and that I seek employment under these conditions.

Applicant Signature:

Date: