

THE **DAVIS | Companies**
HUMAN RESOURCE

Application for Employment

THE DAVIS COMPANIES, INC. is an equal opportunity employer and does not discriminate on the basis of color, national origin, race, religion, disability, sex, sexual orientation or age, as defined by law, or any other protected category under applicable law. No question on this application is intended to secure information to be used for such discrimination. This application will be given every consideration, but its receipt does not imply that the applicant will be employed.

PERSONAL INFORMATION:

| | | |
|--|----------------|------|
| Date: | | |
| Name: _____ | | |
| Address: | | |
| City/Town: | State: | Zip: |
| Telephone # - Home | Work: | |
| Cell Phone # | Email Address: | |
| Are you 18 or older? <input type="checkbox"/> Yes <input type="checkbox"/> No | | |
| Are you a U.S citizen or otherwise eligible for employment in the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No | | |
| I understand that any offer of employment is conditional upon the satisfactory completion of the verification process as required by the Immigration Reform and Control Act of 1986. Davis will hire only those individuals who are legally authorized to work in the United States and requires legal proof of their lawful employment status and identity. Davis uses E-Verify to ensure compliance. | | |

AVAILABILITY:

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|--|--|
| What type of position are you seeking? | |
| When are you available to start? | What length of assignment are you seeking? |
| Do you have reliable means of transportation to get to and from work? | |
| Desired pay range? | How far are you willing to commute for work? |
| Working hours preferred: <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> First Shift <input type="checkbox"/> Second Shift <input type="checkbox"/> Third Shift <input type="checkbox"/> Weekends | |
| Can you work overtime and/or weekends whenever scheduled or requested? <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| ONLY ANSWER THIS QUESTION IF YOU ARE APPLYING FOR A POSITION OUTSIDE MASSACHUSETTS | |
| Have you ever been convicted of a crime? <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| If yes, please provide details: | |
| <small>An applicant for employment with a sealed record on file with the commissioner of probation may answer "no record" with respect to an inquiry herein relative to prior arrests, criminal court appearances, or convictions. An applicant for employment with a sealed record on file with the commissioner of probation may answer "no record" to an inquiry herein relative to prior arrests or criminal court appearances. In addition, any applicant for employment may answer "no record" with respect to an inquiry relative to prior arrests, court appearances and adjudications in all cases of delinquency or as a child in need of services which did not result in a complaint transferred to the superior court for criminal prosecution.</small> | |

EMPLOYMENT EXPERIENCE:

Starting with present or most recent, list all present employers. Include self-employment, summer and part-time jobs as well as any periods of unemployment. You may include in your work history, verified work performed on a volunteer basis. List only employment within the United States. If more space is required, please continue on a separate sheet.

| | |
|------------------------------|----------------------|
| Last or Present Employer: | Type of Business: |
| Street Address: | Phone Number: |
| City: | State: Zip: |
| Supervisor's Name and Title: | Phone: |
| Base Salary/Rate Per Hour: | Employment Dates: to |
| Position held: | |
| Reason for Leaving | |

| | |
|------------------------------|----------------------|
| Last or Present Employer: | Type of Business: |
| Street Address: | Phone Number: |
| City: | State: Zip: |
| Supervisor's Name and Title: | Phone: |
| Base Salary/Rate Per Hour: | Employment Dates: to |
| Position held: | |
| Reason for Leaving | |

| | |
|------------------------------|----------------------|
| Last or Present Employer: | Type of Business: |
| Street Address: | Phone Number: |
| City: | State: Zip: |
| Supervisor's Name and Title: | Phone: |
| Base Salary/Rate Per Hour: | Employment Dates: to |
| Position held: | |
| Reason for Leaving | |

GENERAL INFORMATION:

Your answers to the following questions will assist us with our marketing efforts.
Whether you answer these questions is optional.

| | | |
|--|-------|-----------|
| 1. How did you hear of The Davis Companies? | | |
| 2. Have you ever worked for The Davis Companies or another similar staffing company? | | |
| 3. If so, which company? | When? | How long? |

EDUCATIONAL HISTORY: *

| <u>School Name</u> | <u>Location City, State</u> | <u>Major Course or subject</u> | <u>Degree Earned</u> |
|--|---------------------------------|------------------------------------|----------------------|
| High School | | | |
| Technical/Trade | | | |
| College | | | |
| Other Education/Training | | | |
| * Do not answer if not relevant to the requirements of the positions for which you are applying. | | | |

PROFESSIONAL/WORK REFERENCES:

| List two past supervisors and one person not related to you who have knowledge of your qualifications for the position for which you are applying. | | | | |
|--|---------------------------|----------------|--------------|-------------------|
| <u>Name</u> | <u>Title/Relationship</u> | <u>Address</u> | <u>Phone</u> | <u>Occupation</u> |
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| Have you ever been dismissed from a job? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| If yes, please provide details. | | |
| | | |

CERTIFICATION STATEMENTS:

PLEASE READ CAREFULLY BEFORE SIGNING.

If you have any questions regarding these statements, please ask before signing.

1. If employed by The Davis Companies, it is my responsibility to inform The Davis Companies of any problem I may encounter while on an assignment.
2. I authorize The Davis Companies and my former employers and to check and verify all information on this application and its attachments. I fully release The Davis Companies and my former employers from any liability resulting from this verification process.
3. Any information provided on this application may be made available to prospective clients to the extent that it is related to an assignment for which I am being considered; and to government, insurance, unemployment, state or Federal agencies or third parties as required.
4. The Davis Companies reserves the right to require me to submit to a drug/alcohol test prior to employment and any time during my employment, to the extent permitted by law.
5. I understand that I am not to operate and/or drive any motorized equipment and/or vehicle while on assignment for The Davis Companies unless I have been trained and, if required, certified. A copy of all certifications must be presented to The Davis Companies prior to any such use of a motorized vehicle and/or equipment.
6. I agree that while on assignment through The Davis Companies, I will not transfer my employment at that assignment to another staffing company without written permission of The Davis Companies unless there is a break in my employment from that position for a minimum of six (6) months.
7. I understand that the end of an assignment does not necessarily constitute a termination or end of my employment relationship with Davis. I am required to contact The Davis Companies, Inc. immediately after completion of any assignment for the purpose of requesting a new assignment. If I do not do so, I will have voluntarily terminated my employment with The Davis Companies, Inc. and I understand that I may lose my rights and eligibility to collect unemployment compensation benefits.
8. I acknowledge that if offered employment I will be an employee-at-will and I understand that no contract rights will have been created. I understand that The Davis Companies may terminate my employment at any time for any reason not prohibited by law.
9. I understand that walking off of an assignment or failing to report for duty without notice may result in my termination and may bar me from future placements with Davis.
10. I understand that any false information, omission, or misrepresentation of fact called for in this application may result in the rejection of my application or discharge at any time during my employment.
11. I understand that I am required to act professionally at all times and to abide by all rules and regulations of the employer. Be advised that the rules and regulations may be subject to change without notice at the discretion of The Davis Companies and its clients.

I certify that all statements made by me on this application are true and complete to the best of my knowledge and that I have withheld nothing that would, if disclosed, affect this application unfavorably.

I further acknowledge that I have read the above statement and understand it.

Signature of Applicant:

Date:

DO NOT COMPLETE - FOR INTERNAL USE ONLY:

This application has been thoroughly reviewed by: