

# TRUSTED HAND SERVICE, INC. APPLICATION FOR EMPLOYMENT

**Please provide complete and legible information. An incomplete application may affect your consideration for employment. If necessary, attach a separate sheet for additional information.**

Trusted Hand Service, Inc. is committed to a policy of Equal Employment Opportunity, and we will not discriminate against an applicant or employee on the basis of age, sex, sexual orientation, race, color, creed, religion, ethnicity, national origin, alienage or citizenship, disability, marital status, military or veteran status, or any other legally recognized protected basis under federal, state or local laws, regulations or ordinances.

Applicants with disabilities may be entitled to reasonable accommodations under the terms of the Americans with Disabilities Act and certain state or local laws. A reasonable accommodation is a change in the way things are normally done which will ensure an equal employment opportunity without imposing undue hardship on Trusted Hand Service, Inc. Please inform the company's personnel representative if you need assistance completing any forms or to otherwise participate in the application process.

Trusted Hand Service, Inc. is subject to the Worker's Compensation laws of the state of Rhode Island.

**Date:** \_\_\_\_\_ **Email:** \_\_\_\_\_ **Telephone Number:** (\_\_\_\_) \_\_\_\_\_

**First Name:** \_\_\_\_\_ **Last Name:** \_\_\_\_\_

**Street Address:** \_\_\_\_\_ **City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**How were you referred to us? (Please check all that apply)**

- Newspaper Ad       School       On My Own  
 Current Employee       Agency       Other

**Name of referral source:** \_\_\_\_\_

**Position that you are applying for:** \_\_\_\_\_

**Do you wish to work:** Full-time  Part-time  Seasonal

**Check each day you are available to work:**  Monday  Tuesday  Wednesday  Thursday  Friday  Saturday  Sunday

**What is your minimum hourly pay requirement? \$** \_\_\_\_\_ **Date available to start work:** \_\_\_\_\_

**Are you legally eligible for employment in the U.S?** YES  NO

**Are you over the age of 18?** YES  NO

**Do you have any commitments that might affect your employment with us?** YES  NO

**If Yes, please explain:** \_\_\_\_\_

### EMPLOYMENT HISTORY:

*Please list your most recent employer first and include any summer job, temporary jobs, and work performed on a volunteer basis. Resumes may not be substituted for completion of the requested employment history section. If necessary, please include additional employment history on a separate piece of paper. May we contact these employers?  Yes  No*

Employer Name and Address:	Position Title/Duties, skills:	Start Date:	End Date:
Beg. Pay \$ End Pay \$ Per:	Reason for leaving:  Supervisor: _____ Tel#: _____		
Employer Name and Address:	Position Title/Duties, skills:	Start Date:	End Date:
Beg. Pay \$ End Pay \$ Per:	Reason for leaving:  Supervisor: _____ Tel#: _____		
Employer Name and Address:	Position Title/Duties, skills:	Start Date:	End Date:
Beg. Pay \$ End Pay \$ Per:	Reason for leaving:  Supervisor: _____ Tel#: _____		

**REFERENCES:**

List two personal references who are not relatives or former supervisors:

Name: \_\_\_\_\_ Address: \_\_\_\_\_
Phone: \_\_\_\_\_ Occupation: \_\_\_\_\_ Years Known: \_\_\_\_\_
Name: \_\_\_\_\_ Address: \_\_\_\_\_
Phone: \_\_\_\_\_ Occupation: \_\_\_\_\_ Years Known: \_\_\_\_\_

**EDUCATION:**

Table with 4 columns: Type of School, Name and Address of School Attended, Number of Years Completed, Degree, Major or type of Study. Rows include High School or GED, College, Graduate School, and Trade, Business, Night School, or other type of education.

Have you ever been convicted of a criminal offense? YES [ ] NO [ ]
Date(s): \_\_\_\_\_
Places(s): \_\_\_\_\_
Nature: \_\_\_\_\_

(An affirmative answer will not disqualify you from being considered as a candidate for employment)

Have you previously been employed by this company or its subsidiaries? YES [ ] NO [ ]
Yes, when and where? \_\_\_\_\_

Please include any other information that you think will be helpful to us in considering you for employment, such as additional work experience, articles/books published, activities, accomplishments, etc. (Do not include any information indicative of age, sex, race, religion, national origin or disability.)

**PLEASE READ EACH PARAGRAPH CAREFULLY AND SIGN BELOW**

- 1. I have disclosed all information that is relevant and should be considered applicable to my candidacy for employment.
2. I understand, where permissible under applicable state and local law, I may be subject to a pre-employment drug test after receiving a conditional offer of employment, and must receive a negative result before being permitted to commence work.
3. I hereby certify that the information given by me is true in all respects. I authorize Trusted Hand Service Inc. and its representatives to contact my prior employers and all others for the purpose of verification of the information I have supplied and I release same from any liability resulting from the information released. I authorize employers, schools, and other persons named on this application to provide any information or transcripts requested.
4. I understand employment is also contingent on my providing sufficient documentation necessary to establish my identity and eligibility to work in the United States.
5. I expressly understand and agree that, if employed, my employment, having no specified term, is based upon mutual consent and may be terminated at will, with or without cause, by either party without prior notice to the other, unless otherwise prohibited by law.
6. I understand that no representation, whether oral or written, by any representative or agent of Trusted Hand Service, Inc. at any time, can constitute an implied or expressed contract of employment. I further understand no representative or agent of the Company has the authority to enter into an agreement for employment for any specified period of time or make any change in any policy, procedure, benefit or other terms or condition of employment other than in a document signed by the Director of Human Resources or his/her authorized personnel.

**MY TYPED SIGNATURE BELOW IS EVIDENCE THAT I HAVE READ AND AGREE WITH THE ABOVE STATEMENTS 1 thru 6.**

Typed Full Name of Applicant \_\_\_\_\_ Date \_\_\_\_\_

MASSACHUSETTS LIE DETECTOR LAW - "IT IS UNLAWFUL IN MASSACHUSETTS TO REQUIRE OR ADMINISTER A LIE DETECTOR TEST AS A CONDITION OF EMPLOYMENT OR CONTINUED EMPLOYMENT. AN EMPLOYER WHO VIOLATES THIS LAW SHALL BE SUBJECT TO CRIMINAL PENALTIES AND CIVIL LIABILITY."

MARYLAND LIE DETECTOR LAW - "UNDER MARYLAND LAW, AN EMPLOYER MAY NOT REQUIRE OR DEMAND, AS A CONDITION OF EMPLOYMENT, PROSPECTIVE EMPLOYMENT, OR CONTINUED EMPLOYMENT, THAT AN INDIVIDUAL SUBMIT TO OR TAKE A LIE DETECTOR OR SIMILAR TEST. ANY EMPLOYER WHO VIOLATES THIS PROVISION IS GUILTY OF A MISDEMEANOR AND SUBJECT TO A FINE NOT EXCEEDING \$100."

Acknowledgement of Maryland Lie Detector Law: (Please type your Full Name) \_\_\_\_\_

I certify, under penalty of perjury, that all of the above information is true and complete, and I understand that any falsification or omission of information may result in denial of employment or if hired may result in termination regardless of the time lapse before discovery.

NOTE: An offer of employment is conditioned upon complying with Olympus' requirements including, but not limited to signing Consent to Conduct Investigation.

**MY TYPED SIGNATURE BELOW IS EVIDENCE THAT I HAVE READ AND AGREE WITH THE ABOVE STATEMENTS.**

Typed Full Name of Applicant \_\_\_\_\_ Date \_\_\_\_\_