

AMWARE Employment Application

Please mail completed application to 19801 Holland Road, Cleveland, OH 44142 or fax application to Attention Human Resources, 440.239.1367. Call us at 440.234.8888 if you have any questions about completing this application form. Please answer all questions and clearly print all information requested.

We are an equal opportunity employer, dedicated to a policy of nondiscrimination in employment on any basis including age, sex, color, race, creed, national origin, citizenship, religious persuasion, marital status, political beliefs, or disability that does not prohibit performance of essential job functions. Your opportunity for employment with our Company depends solely upon your qualifications.

Please complete the entire application form and provide only the information requested. Failing to complete the application or providing extraneous or irrelevant information may result in a disqualification of your application. Thank you for taking the time to carefully fill out this form.

PERSONAL INFORMATION

Full Name (First, Middle Initial, Last): _____

Street Address: _____

City, State, and Zip Code: _____

Home Phone: _____ Cellular or Other Phone: _____

If any of your past employment, education history, or any other background information was under a different name, please indicate and provide name: _____

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

If you are under 18 years old, if required, can you furnish a work permit? Yes No N/A

Are you able to perform the essential functions of the position with or without an accommodation?

If you have any questions regarding the essential functions of the position for which you are applying, please ask to speak to Human Resources before answering this question. Yes No

Have you ever been convicted of a felony or misdemeanor (other than a minor traffic offense) or are you presently formally charged with committing a criminal offense? Yes No

If yes, please furnish details of the conviction(s) and/or the offense(s), including the location, date, and sentence. Do not provide information regarding arrests that did not lead to a conviction or convictions that have been sealed, expunged, erased, dismissed or otherwise eradicated by statute or court order.

WORK AVAILABILITY

Position applying for: _____

If your application receives favorable consideration, when will you be able to begin work?

Full-time: _____ Part-time on these days and hours: _____

What salary/hourly rate do you desire? _____

Can you travel if required by this position: ___ Yes ___ No

If applying for a job requiring driving, do you have a valid driver’s license? ___ Yes ___ No

State: _____ License #: _____ Type: _____

Have you had any vehicle accidents during the past three years? ___ Yes ___ No How many? _____

Have you had any moving violations during the past three years? ___ Yes ___ No How many? _____

RECRUITMENT INFORMATION

How did you learn about Amware and this position?

(1) Job Advertisement (identify publication or other media):

(2) Employee Referral (identify employee):

(3) Other (specify if agency, job fair, networking, etc.):

Have you previously worked at our Company? ___ No ___ Yes Specify dates and positions:

EDUCATION INFORMATION

For each level of education listed below, please give the school name, the city and state where it is located, GPA, your major (minor if applicable), and the degree or diploma received.

High School: _____ Years Completed: _____

College 1: _____ GPA: _____

Major: _____ Degree: _____

College 2: _____ GPA: _____

Major: _____ Degree: _____

Graduate School: _____ GPA: _____

Major: _____ Degree: _____

Business, Trade, or Other Schools: _____

Certifications, Professional Memberships or Other Special Skills related to the position desired: _____

WORK HISTORY

Starting with your current or most recent employer, please list the following information about the last three companies for which you have worked. If you were self-employed, please provide your company's name. Military experience and volunteer work may also be included in this section as work history.

You may attach a resume if necessary.

Name of Employer 1: _____
Employer's Address: _____
Dates Employed: _____
Job Title(s) Held: _____ Wage/Salary: _____
Job Responsibilities: _____

Reason for Leaving: _____
Name of Immediate Supervisor(s): _____

Name of Employer 2: _____
Employer's Address: _____
Dates Employed: _____
Job Title(s) Held: _____ Wage/Salary: _____
Job Responsibilities: _____

Reason for Leaving: _____
Name of Immediate Supervisor(s): _____

Name of Employer 3: _____
Employer's Address: _____
Dates Employed: _____
Job Title(s) Held: _____ Wage/Salary: _____
Job Responsibilities: _____

Reason for Leaving: _____
Name of Immediate Supervisor(s): _____

Please explain any gaps in employment below (this question is not intended to elicit health or other legally protected personal information). Use back side or blank sheet if necessary.

NOTE: We may contact any or all of the employers listed above unless you specifically exclude them below. Please list any employers you do not want us to contact and your reason for the exclusion.

WORK REFERENCES

Your references should include individuals who know you in a work capacity (do not include relatives).

Reference 1

Name _____ Years Known: _____

Company, Job Title: (If applicable) _____

Address, Telephone Number: _____

Work Relationship to Reference: _____

Reference 2

Name _____ Years Known: _____

Company, Job Title: (If applicable) _____

Address, Telephone Number: _____

Work Relationship to Reference: _____

APPLICANT CONSENT AND WAIVER

Please read carefully each of the following statements and place your initials by each one to indicate that you understand and agree to the terms stated, then sign and date this application form below:

___ I certify that all information I have supplied on this application is correct to the best of my knowledge. I understand that omissions or deliberate misinformation will disqualify my application and, if hired, would serve as grounds for dismissal.

___ I certify that I am applying to the Company without hindrance of a non-compete agreement executed during prior employment that would prohibit my ability to work for the Company because of geographic or timeframe restrictions.

___ I consent to have the Company contact the individuals listed on this application for references and authorize these individuals to provide truthful information about my qualifications for employment and previous work. I also agree to waive liability against persons named as references, provided the information they supply is honest, factual, and without malice.

___ I give my permission to conduct any investigation regarding the information contained in this application, which the Company thinks is necessary to determine my qualifications for assuming a position with the Company. I give the Company my permission to contact any former employer, school, college or university, credit or finance bureau or office, or any other appropriate source for the purpose of gathering information that such sources may have about my character, general reputation, credit, education, employment, or criminal record, and I give my consent to any such source to release to the Company whatever information they have about me. I also agree to waive liability against all such sources.

___ I understand that the Company may request from a consumer reporting agency an investigative consumer report including information as to my credit, character, general reputation, and personal characteristics and the Company agrees to provide me with information concerning the nature and scope of any such report requested as required by the Fair Credit Reporting Act.

___ I understand that nothing in this application creates a contract of employment. If hired, my employment is "at will" which means that my employment can be terminated or I may resign at any time for any reason or no reason. I understand that only Amware's President can alter an "at will" employment relationship and that it must be done expressly in writing.

___ I agree to submit to a medical examination (if job-related) which may include testing for drugs and/or alcohol prior to my start date. I also understand that if I am employed, I may be required, when job-related and consistent with the Company's business needs, to undergo a medical examination.

___ I understand that an offer of employment is conditional upon the results of any medical examination, drug/alcohol tests.

___ I understand that this application remains current for only 30 days. At the conclusion of that time, if I have not heard from the Company and still wish to be considered for employment, it will be necessary for me to fill out a new application.

___ The Company does not tolerate unlawful discrimination in its employment practices. No question on this application is used for the purpose of limiting or excluding an applicant from consideration for employment on the basis of sex, gender, race, creed, religion, national origin, citizenship, age, disability, or any other protected status.

Signature: _____ Date: _____

Information furnished or recovered as a result of any inquiry on this application form will not necessarily preclude employment, but will be considered as part of an overall evaluation of your qualifications. Thank you for completing this employment application and for your interest in Amware!