

Office Use Only
Candidate Disposition Form

Candidate	Position
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Hire **Yes**___ **No**___

If NO, please detail reasons below:

If Yes, please complete the information below:

Proposed Start Date: _____

Work Hours (initial schedule): _____

Salary and/or Commission Plan: _____

Other special circumstances/agreements: _____

BOPI Signature: _____

Date: _____



Employment Application

Position Desired _____

Date Submitted _____

Important Information on How To Complete Your Application

If this box is checked, please also complete the screening questions on the attached sheet.

You must fully and accurately provide all information requested on this application to be considered for and, if hired, maintain employment with any BOPI client company, BOPI or its affiliated companies. Please feel free to attach a resume, however, do not put "see resume" or similar language on the application. All data requested must be written or typed in the appropriate section.

You may apply for only one position on each application submitted. You must specify a position that is offered at the facility at which you are applying. Non-specific answers like "any" are considered unresponsive and will prevent you from being considered for employment.

Please feel free to take this application with you in order to complete it fully and accurately.

We are available to answer any questions you have concerning the application and to provide you with any other assistance you may require. You may also request other reasonable accommodations to facilitate the application process, including reasonable accommodation to enable you to participate in the interview process. If you ask for such accommodation, you will be given the same consideration as other candidates.

Applications remain active for 60 days from the date submitted. If you do not hear from us within this time and remain interested in employment with us, you must complete a new application.

Equal Opportunity Employer

BOPI and our clients are committed to the maintenance of discrimination-free and harassment-free work environments. Employment practices of BOPI and its clients, except where required or permitted by law, are not influenced or affected by virtue of an applicant's race, color, religion, sex, national origin, age, disability or any other characteristic prohibited by law. We encourage you to immediately advise the president of BOPI of any concern or complaint you may have concerning how you have been treated during the employment process. Concerns will be investigated thoroughly and, to the extent possible while ensuring the quality of the investigation, confidentially.

FC

NFC

Name

Position

Personal

Name

Present Address

Permanent Address

Phone

Cell phone

E-mail

Yes No Are you at least 18 years of age? If not, date of birth:

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

Available for **full-time** employment only Available for **part-time** employment only

Yes No Have you ever been discharged, asked or allowed to resign under threat of discharge?
If yes, please explain below, or in the additional space provided on page 6.

Yes No Have you ever been convicted of, or pled nolo contendere to, any violation(s) of the law (excluding minor traffic violations)?
If yes, please provide the conviction, conviction date and other pertinent information below, or in the additional space provided on page 6. Please note that existence of a record of violation will not automatically bar you from consideration for employment. You are not required to disclose sealed or expunged records of conviction.

Yes No Have you ever been disciplined or discharged for any form of inappropriate behavior (harassment, discrimination, threats, fighting, incidents involving violence, etc.)?
If yes, please provide information below, or in the additional space provided on page 6.

Yes No Have you ever been disciplined or discharged from a position as a result of inappropriate use of company or customer assets, theft, dishonesty or embezzlement?
If yes, please provide information below, or in the additional space provided on page 6.

Explanations from questions above (continue on page 6 if necessary):

Certification, Authorization, Release and Acknowledgement

I certify that all information provided in this application, in all attachments to it, during all interview, background and fact checking activities are true, accurate, complete and do not contain any misrepresentations or material omissions. I acknowledge that any misrepresentation or material omission will, without regard to when discovered or who provided the information, be sufficient justification for denial of employment, or if hired, immediate termination.

I expressly authorize BOPI, its clients, affiliated companies and agents to investigate my background and all oral or written statements made during the employment process and to obtain investigative consumer reports, to check my reference and employment records, credit history, driver's record, and criminal history. I further expressly authorize BOPI, its clients, affiliated companies and agents to investigate my background, oral or written statements made and to obtain investigatory reports, check references and employment records, credit history, driver's record, criminal history and all such other information as BOPI, its clients, affiliated companies and agents deem appropriate during the period of my employment. I authorize BOPI, its clients, affiliated companies and agents to conduct the specific background investigations listed and any other tests and/or investigations BOPI, its clients, affiliated companies and agents deem appropriate. These additional background investigations may include, but are not limited to, gathering information through personal interviews with neighbors, friends and others with whom I am acquainted to understand my character, general reputation, personal characteristics and mode of living. I understand I have the right to make a written request within a reasonable period of time to receive additional detailed information about the nature and scope of these investigations.

I authorize any reference or information source and all previous employers and educational institutions to provide any information they have concerning me. I fully release BOPI, its clients, affiliated companies, owners, directors, officers, employees and agents from any and all claims, damages or liability arising directly or indirectly out of the pursuit, provision of or use of these materials.

I fully release any previous employer and any other reference source from any and all claims, damages or liability for providing reference or other information to BOPI, its clients, affiliated companies and agents.

I authorize BOPI, its clients, affiliated companies and agents to supply information about my employment record, in whole or part, in confidence to any prospective employer, government agency or other party pursuing a legal and proper interest, and I hereby release BOPI, its clients, affiliated companies, owners, directors, officers, employees and agents from any and all liability for providing this information.

I acknowledge that if hired, I will be an "employee at will" and that I have not been hired for a definite period of time. I can terminate the employment relationship with or without cause and with or without advanced notice at my sole discretion. BOPI and its client companies has the same right at their sole discretion. I acknowledge that only the president of BOPI or one of its client companies can enter into a contract of employment with me, that such contract is not valid unless in writing and signed by the president of BOPI or the applicable client company president. I further acknowledge that I have not received any assurances or writings that would qualify as a contract specifying the length of my employment from any other BOPI client, employee, officer or agent.

At BOPI, its clients', affiliated companies' and agents' election, I agree to submit any legal dispute that I may file against BOPI or its clients, affiliated companies, its directors, officers, owners, shareholders, employees or agents to binding arbitration pursuant to the then current employment dispute resolution rules of the American Arbitration Association. I further agree that in the event of litigation arising from my employment relationship with BOPI, its clients, affiliated companies and agents, the proper venue and only location for such lawsuit shall be Bloomington, Illinois.

Print full name _____

Sign full name _____

Date _____

Previous Position

Company _____ From (mo./yr.) _____ to (mo./yr.) _____

Address _____

Phone _____ Salary range during employment from \$ _____ to \$ _____

Name and title of supervisor _____

Your title(s) _____

Your position and responsibilities _____

Accomplishments _____

Reason for leaving _____

Previous Position

Company _____ From (mo./yr.) _____ To (mo./yr.) _____

Address _____

Phone _____ Salary range during employment from \$ _____ \$ _____

Name and title of supervisor _____

Your title(s) _____

Your position and responsibilities _____

Accomplishments _____

Reason for leaving _____

Periods of Unemployment

Please detail periods of unemployment during the last 10 years. Attach additional sheets if necessary.

From (mo./yr.) _____ To (mo./yr.) _____

Reason _____

From (mo./yr.) _____ To (mo./yr.) _____

Reason _____

From (mo./yr.) _____ To (mo./yr.) _____

Reason _____

Education

High School

Institution _____ Location _____

Degree Granted _____ Credit Hours Completed _____

College/Technical School

Institution _____ Location _____

Degree Granted _____ Credit Hours Completed _____

College/Technical School

Institution _____ Location _____

Degree granted _____ Credit Hours Completed _____

Graduate School

Institution _____ Location _____

Degree Granted _____ Credit Hours Completed _____

Computer Skills and Programs _____

Technical Skills/Equipment Operated _____
