

# Employment Application



4001 Coleman Road North  
Valdosta, Georgia 31602 • (229)242-0237

(OFFICE USE ONLY)	
Phone Interview Date _____	
Phone Interview Time _____	
Interview Date _____	
Interview Time _____	

*Each question should be fully and accurately answered. No action can be taken on this application until all questions have been answered. Use blank paper if you do not have enough room on this application. PLEASE PRINT, except for required signatures. In reading and answering the following questions, be aware that none of the questions are intended to imply illegal preference or discrimination based upon non-job-related information. FRESH BEGINNINGS, INC. / eLEAD CRM will not discriminate against any person because of race, color, religion, sex, national origin, or disability. FRESH BEGINNINGS, INC. / eLEAD CRM is an equal opportunity employer.*

Name (Last, First, Middle)	Date
Present Address (Street, City, State, Zip Code)	Social Security Number
Why do you want to work at Fresh Beginnings/eLEAD CRM?	Telephone Number
Referral Source: Walk-In    Newspaper Ad    Non-Employee Referral    College Recruiting    Radio Employee Referred By: Other:	Are you seeking: Full-Time Part-Time Temporary Employment
Are you fluent in a language other than English? Yes - List language(s) please _____ No	Position Applied for:
Are you 16 years of age or older?    Yes    No (If you are hired you may be required to submit proof of age)	Approximately how many words per minute can you type?
If hired, can you furnish proof you are eligible to work in the U.S.?    Yes    No	
Person to notify in case of emergency (Name, Address, Phone Number)	
Have you ever been convicted of a crime excluding minor traffic violations? (If yes, explain)    Yes    No	
Have you ever applied to Fresh Beginnings / eLEAD CRM before?    Yes    No    If yes, when?	
Have you ever been employed by Fresh Beginnings / eLEAD CRM before?    Yes    No	
If "yes," when?	Reason for leaving?
Location:	Supervisor:
As of now or do you expect to be engaged in any other business or employment?    Yes    No    (If yes, please explain)	
<b>List 2 Personal References other than relatives or former employees</b>	
Name	Telephone
	Years Known
Please list the names of Fresh Beginnings / eLEAD CRM Employees with whom you are acquainted	
<b>List All Schools Attended</b>	
Name & Address of School	Graduated Yes    No
	Type of Degree or Highest Grade Completed

Please provide any additional information about yourself which might be helpful in our review of this application (**DO NOT** include information regarding your age, sex, race, national origin, religion or disabilities)

List the positions you held beginning with your most recent employer. If you do not have enough space you may give more complete and detailed information on additional sheets. Accuracy of dates and addresses is essential. Account for all periods of time including military serve and any periods of employment. For dates, please furnish month and year.

1) Company Name		Type of Business	Job Title & Summary of Your Work	
Address		Telephone Number		
Date Started	Date Left	Earnings Start/Final		
Supervisor's Name and Title			Reason for Leaving	
2) Company Name		Type of Business	Job Title & Summary of Your Work	
Address		Telephone Number		
Date Started	Date Left	Earnings Start/Final		
Supervisor's Name and Title			Reason for Leaving	

Have you ever worked under any other name?    Yes    No    If yes, give name(s)

Are you presently employed?    Yes    No  
If yes, may we contact your present employer?    Yes    No

Please indicate the number of hours per week you wish to work:

**Please indicate when you are available to work:**

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Start Time							
End Time							

Are there any extracurricular activities that may affect your employment?    Yes    No    (If yes, please explain)

**Employment Information & Reference Waiver**

I, \_\_\_\_\_, do hereby agree that any former employer may release any information to Fresh Beginnings, Inc. / eLEAD CRM regarding my work performance, including all information in my personnel file. I also agree that any reference source may furnish information regarding character, general reputation and personal traits. I release from liability and agree to hold said former employer / reference source harmless from any information provided to Fresh Beginnings, Inc. / eLEAD CRM.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

**Conditions of Employment**

The Civil Rights Act of 1964 (P.L., 101-336) prohibit discrimination in the employment practice because of race, color, religion, sex, national origin or disability. P.L. 90-202 prohibits discrimination on the basis of age with respect to individuals who are at least 40 but less than 70 years of age. The laws of some states also prohibit some or all of the above types of discrimination. It is our policy to comply fully with these Acts, and information requested on this application will not be used to any purpose prohibited by law.

I declare that the information I have provided on this application is correct and that any false statements or omissions would justify my dismissal or rejection.

I understand that, if hired, my employment will be at-will, for no fixed time and may be terminated with or without cause by Fresh Beginnings, Inc. / eLEAD CRM or myself at any time. I understand that at no time may any employee of Fresh Beginnings, Inc. / eLEAD CRM bind my employment by oral or printed statement.

Should I become involved in a claim for Worker's Compensation, or any other litigation, I will allow Fresh Beginnings, Inc. / eLEAD CRM to supply my employment records to the appropriate party.

I understand that compliance with the Company's Corporate Code of Conduct and Policy Manual is a condition of my employment.

I have read the above conditions of employment. I understand them and agree to be bound by them while employed with Fresh Beginnings, Inc. / eLEAD CRM.

I certify that all information provided in this employment application is true and complete. I understand that any false information or omission may disqualify me from further consideration for employment and may result in my dismissal if discovered at a later date.

I authorize and agree to cooperate in a thorough investigation of all statements made herein and other matters relating to my background and qualifications. I understand that I have the right to make a written request within a reasonable period of time for complete disclosure of the nature and scope of any investigation.

**I UNDERSTAND THAT THIS APPLICATION OR SUBSEQUENT EMPLOYMENT DOES NOT CREATE A CONTRACT OR EMPLOYMENT NOR GUARANTEE EMPLOYMENT FOR ANY DEFINITE PERIOD OF TIME. IF EMPLOYED, I UNDERSTAND THAT I HAVE BEEN HIRED AT THE WILL OF THE EMPLOYER AND THAT MY EMPLOYMENT MAY BE TERMINATED AT ANY TIME, WITH OR WITHOUT CAUSE AND WITH OR WITHOUT NOTICE.**

**I HAVE READ, UNDERSTAND, AND BY MY SIGNATURE CONSENT TO THESE STATEMENTS.**

Applicant's Signature

Date