

Application for Employment

**Hamilton Partners, Inc
300 Park Blvd., Suite 500
Itasca, IL 60143**

Please print or type

Hamilton Partners, Inc. provides Equal Opportunity to all persons without regard to race, color, sex, religion, national origin, age, Vietnam era/disabled veteran status, or disability, or other bases prohibited by applicable law.

Position(s) applied for _____ Date of Application _____

Name _____
Last First Middle
 If you are under 18 and it is required, can you furnish a work permit? Yes No
 If no explain _____

Address _____
Street City State Zip Code

Telephone (____) _____ Best time to call _____

May we contact you at work? Yes No (____)
 Have you submitted an application here before?
 Yes No
 If yes, give dates/positions _____

Are you legally eligible for employment in this country? Yes No
 If driving is part of your job requirement, would you be able to provide a valid Driver's License? Yes No
 Have you ever been employed here before?
 Yes No
 If yes, give dates/positions _____

Answering "yes" to the following question does not constitute an automatic bar to employment. Factors such as date of the offense, seriousness and nature of the violation, rehabilitation and position applied for will be taken into account.

Have you ever pled "guilty" or "no contest" to, or been convicted of a crime? Yes No
 If yes, please provide date(s) and details: _____

Date available for work _____ List all job related skills/computer skills/certifications _____

Type of employment desired:
 Full-Time Seasonal
 Part-Time Temporary

Educational Background

Starting with your most recent school attended, provide the following information

School (Include City and State)	# of Years Completed	Completed (degree/certification)	GPA	Major/Minor

Employment History

Starting with your most recent employer, provide the following information, including Military Service.

Employer () Telephone #

Employment Dates _____ To _____
Month Year Month Year

Street Address City State Zip Code

Compensation _____ To _____
Start Final

Immediate Supervisor Positions held

May we contact for a reference? Yes No

List Job Responsibilities _____

Why did you leave? _____

Employer () Telephone #

Employment Dates _____ To _____
Month Year Month Year

Street Address City State Zip Code

Compensation _____ To _____
Start Final

Immediate Supervisor Positions held

May we contact for a reference? Yes No

List Job Responsibilities: _____

Why did you leave? _____

Employer () Telephone #

Employment Dates _____ To _____
Month Year Month Year

Street Address City State Zip Code

Compensation _____ To _____
Start Final

Immediate Supervisor Positions held

May we contact for a reference? Yes No

List Job Responsibilities _____

Why did you leave? _____

References

List names and telephone number of three business/work references who are not related to you. If not applicable, list three school or personal references who are not related to you.

Name	Title	Relationship to you	Telephone	# of Years Known

If not addressed on previous page, have you ever been fired or asked to resign from a job? Yes No

If yes, please explain _____

Explain any gaps in your employment history _____

Application Statement

I certify that all information I have provided in order to apply for and secure work with this employer is true, complete and correct.

I expressly authorize, without reservation, the employer, its representatives, employees or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, resume or job interview. I hereby waive any and all rights and claims I may have regarding the employer, its agents, employees or representatives, for seeking, gathering and using truthful and non-defamatory information, in a lawful manner, in the employment process and all other persons, corporations or organizations for furnishing such information about me.

I understand that this employer does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or eliminating any applicant from consideration for employment on any basis prohibited by applicable local, state or federal law.

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

If I am hired, I understand that I am free to resign at any time, with or without cause and with or without prior notice, and the employer reserves the same right to terminate my employment at any time, with or without cause and with or without prior notice, except as may be required by law. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that no supervisor or representative of the employer is authorized to make any assurances to the contrary and that no implied oral or written agreements contrary to the foregoing express language are valid unless they are in writing and signed by the employer's president.

I also understand that if I am hired, I will be required to provide proof of identity and legal authorization to work in the United States and that federal immigration laws require me to complete an I-9 Form in this regard.

I understand that any information provided by me that is found to be false, incomplete or misrepresented in any respect, may (I) eliminate me from further consideration for employment or (II) result in my immediate discharge from the employer's service, whenever it is discovered.

DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE APPLICANT STATEMENT

I certify that I have read, fully understand and accept all terms of the foregoing Application Statement.

Signature of Applicant: _____

Date of Signature: _____

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APPLICANT AFFIRMATIVE ACTION INFORMATION FORM

Voluntary -- Not Required

The following questions about your race and gender are included only because of government regulations, and you do not have to answer them. As an Equal Opportunity Employer, Hamilton Partners does not use this information in its employment decisions, so whether or not you return this form has no effect on your application. Submitting this information is purely voluntary. If you choose to submit it, it will be kept confidential to the extent provided by law. Not returning this form or leaving any section blank is treated as deciding not to disclose the information, which is your right.

1. Name _____

2. Date of application _____

3. Position(s) applied for _____

4. Gender _____ Male _____ Female

5. Race/ethnic background (check one only)

_____ American Indian/Alaska Native
Persons having origins in any of the original peoples of North and South America, (including Central America), and who maintain tribal affiliation or community attachment

_____ Asian
Persons having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent,; including for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand and Vietnam

_____ Black/African American
Persons having origins in any of the Black racial groups of Africa

_____ Hispanic/Latino
Persons of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race

_____ Native Hawaiian/Other Pacific Islander
Persons having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands

_____ White
Persons having origins in any of the original peoples of Europe, the Middle East or North Africa

_____ Two or more Races
Non-Hispanic persons who identify with more than one of the following five races: (1) American Indian/Alaska Native, (2) Asian, (3) Black/African American, (4) Native Hawaiian/Other Pacific Islander, (5) White

If you wish to provide this information, please submit it with your application.