

**Employment Application Form**

**EQUAL EMPLOYMENT OPPORTUNITY**

**PGA Inc.** is an Equal Opportunity Employer. We do not discriminate against qualified applicants based upon any protected group status, including but not limited to race, color, creed, religion, gender, national origin, ancestry, age, marital status, military or veteran status, sexual orientation, physical or mental disability or medical condition as defined by applicable equal opportunity laws.

**DISCLAIMERS**

We are glad you are interested in joining **PGA's** team. Please read the following statements carefully before you agree and submit this application.

**PGA Inc.**, in considering your application for employment, may verify the information set forth on this application and obtain additional information related to your background.

**PGA Inc.** offers reasonable accommodations in the hiring and employment process for individuals with disabilities. If you need assistance in the application or hiring process to accommodate a disability, you may request an accommodation at any time.

**NOTE TO CANDIDATE**

*This application will be considered active for 60 days. If you have not been hired within 60 days of submitting this application and you wish to be considered for employment, you must complete a new application.*

**PERSONAL INFORMATION**

Candidate's Name: \_\_\_\_\_  
Last First Middle

Address: \_\_\_\_\_

Home Telephone Number: \_\_\_\_\_ Mobile Phone Number: \_\_\_\_\_

E-mail Address (optional): \_\_\_\_\_

Driver's License # \_\_\_\_\_ Issuing State \_\_\_\_\_

Are you 18 years old or older? Yes  No

Are you legally authorized to work in the U.S.? Yes  No

If hired, can you submit documentation verifying your identity and your legal right to work in the U.S. within 3 business days of when you begin work for pay? Yes  No

Have you ever worked or attended school under another name? Yes  No

If "yes", under what name? \_\_\_\_\_

Excluding minor traffic offenses, have you ever been convicted of a crime? \* Yes  No  If "yes", give details, including date(s): \_\_\_\_\_

*\*A "yes" answer will not automatically disqualify you from employment. We will consider the nature and date of the offense and the job for which you are applying for job-related purposes only, and only to the extent permitted by applicable law.*

If offered the position, would you be willing to allow **PGA, Inc.** to do a criminal background check? Yes  No

**POSITION/AVAILABILITY**

Position Sought:

Available Start Date:

Do you prefer:

Full-time  Part-time

Are you available to work overtime? Yes  No

Days/hours available: \_\_\_\_\_ Total hours per week desired: \_\_\_\_\_

Are you available to work:

**Weekends\*** Yes  No  **Holidays\*** Yes  No  **Nights\*** Yes  No

*\*If required for the position for which you're applying.*

### **EDUCATION**

	<b>Name and Location</b>	<b>Graduated? Degree?</b>	<b>Major / Subject of Study</b>
<b>High School</b>		Yes <input type="checkbox"/> No <input type="checkbox"/> Degree:	
<b>Technical School</b>		Yes <input type="checkbox"/> No <input type="checkbox"/> Degree:	
<b>College or University</b>		Yes <input type="checkbox"/> No <input type="checkbox"/> Degree:	
<b>Post graduate School</b>		Yes <input type="checkbox"/> No <input type="checkbox"/> Degree:	
<b>Other Education</b>		Yes <input type="checkbox"/> No <input type="checkbox"/> Degree:	

Do you have any Licenses, Certifications or other credentials from any governmental agency to work in the position for which you have applied? Yes  No

If "yes", please list all such credentials you possess \_\_\_\_\_

### **MILITARY EXPERIENCE**

Have you served in the US military? Yes  No

If “yes”, please describe any relevant skills acquired while serving in the US military.

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**EMPLOYMENT HISTORY**

Please list all previous employment, beginning with the most recent. If you need more room, you may attach additional sheets of paper.		
<b>Employer:</b>		Address:
From _____ to _____	Position:	Reason for leaving:
Supervisor's Name & Title:		May we contact? Yes <input type="checkbox"/> No <input type="checkbox"/>
Description of Duties:		
Starting Pay:		Final Pay:
<b>Employer:</b>		Address:
From _____ to _____	Position:	Reason for leaving:
Supervisor's Name & Title:		May we contact? Yes <input type="checkbox"/> No <input type="checkbox"/>
Description of Duties:		
Starting Pay:		Final Pay:

Personal References (Name / Contact # / Relationship):

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

How did you learn about this opportunity?

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*If you have any additional documents to support your application, including but not limited to a Resume, you may attach those documents to this application.*

### **Acknowledgment and Authorization**

I certify that the information contained in this application is true and complete. I attest to the fact that the answers given by me are correct to the best of my knowledge and ability. I certify that I have not knowingly withheld any information that might affect my chances for hiring. I understand that any false information or omission (including any misstatement) on this application or on any document used to secure this employment can be grounds for rejection of my application or, if I am employed by **PGA Inc.**, can be grounds for my immediate termination from **PGA Inc.**

I authorize **PGA Inc.** to check and verify any and all information listed above, including but not limited to my references, record of employment, education record, and any other information I have provided. Unless otherwise noted, I authorize the references I have listed to disclose any information related to my work record and my professional experiences with them, without giving me prior notice of such disclosure. I release the company, my former employers and all other persons and entities, from any and all claims, demands or liabilities arising out of or in any way related to such examination or revelation.

I understand that this application is not a contract, offer or promise of employment and that if hired, I will be an at-will employee. As such, I will be able to resign at any time for any reason. Likewise, **PGA Inc.** can terminate my employment at any time with or without cause, unless otherwise required by law. I further understand that no one other than **PGA Inc.** has the authority to enter into an employment contract or agreement with me and that my at-will employment can be changed only by a written agreement.

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Candidate's Signature

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Date