



Martinez, Rosario & Company, LLP

Application for Employment

As part of the application process, Martinez, Rosario & Company, LLP (MRC) will conduct background checks on applicants.

Equal Opportunity Employer. It is our policy to abide by all federal, state and local laws prohibiting employment discrimination based solely on a person's race, color, religious creed, sex, national origin, ancestry, citizenship status, pregnancy, childbirth, physical disability, mental disability, mental disability, age, military status or status as a Vietnam-era or special disabled veteran, marital status, registered domestic partner or civil union status, gender (including sex stereotyping and gender identity or expression), medical condition (including, but not limited to, cancer related or HIV/AIDS related), genetic information, sexual orientation, or any other protected status except where a reasonable, bona fide occupational qualification exists.

Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

City County State ZIP Code

How long at current address: _____

Phone: _____ Email: _____

Cell Phone: _____ Social Security No.: _____ Minimum Salary:\$ _____

Position Applied for: _____ Check the following options you would consider
Part-Time ☐ Full-Time ☐

Are you a citizen of the United States? YES ☐ NO ☐ If no, are you authorized to work in the U.S.? YES ☐ NO ☐

Have you ever worked for this company? YES ☐ NO ☐ If yes, when? _____

Do you have a reliable transportation and a valid driver's license? YES ☐ NO ☐ Date available to work: _____

Can you perform the essential functions of the job? YES ☐ NO ☐

Education & Training

High School: _____ Address: _____

From: _____ To: _____ Did you graduate? YES ☐ NO ☐ Diploma: _____

College: _____ Address: _____

From: _____ To: _____ Did you graduate? YES ☐ NO ☐ Degree: _____

Graduate School: _____ Address: _____

From: _____ To: _____ Did you graduate? YES ☐ NO ☐ Degree: _____

Professional License/Certification# _____ Type: _____ Issuing Agency _____ State _____

List any machines, equipment or software programs on which you are qualified or experienced: _____

List any languages that you speak fluently _____

List any languages that you read/write fluently _____

Previous Employment

Company: _____ Type of Business: _____
Address: _____ City, State: _____
Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____
Supervisor Name: _____ Supervisor Phone: _____
Responsibilities: _____
From: _____ To: _____ Reason for Leaving: _____
May we contact your previous supervisor for a reference? YES ☐ NO ☐ Type of Employment Part-Time ☐ Full-Time ☐

Company: _____ Type of Business: _____
Address: _____ City, State: _____
Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____
Supervisor Name: _____ Supervisor Phone: _____
Responsibilities: _____
From: _____ To: _____ Reason for Leaving: _____
May we contact your previous supervisor for a reference? YES ☐ NO ☐ Type of Employment Part-Time ☐ Full-Time ☐

Company: _____ Type of Business: _____
Address: _____ City, State: _____
Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____
Supervisor Name: _____ Supervisor Phone: _____
Responsibilities: _____
From: _____ To: _____ Reason for Leaving: _____
May we contact your previous supervisor for a reference? YES ☐ NO ☐ Type of Employment Part-Time ☐ Full-Time ☐

Company: _____ Type of Business: _____
Address: _____ City, State: _____
Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Supervisor Name: _____ Supervisor Phone: _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES ☐ NO ☐ Type of Employment Part-Time ☐ Full-Time ☐

Business References

Please list three professional references.

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Email Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Email Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Email Address: _____

Criminal Record Information

Do not include convictions that were sealed, eradicated, erased, annulled by a court, expunged, pardoned, or deferred **AND** withdrawn.

Convictions/Pleas: In the past seven (7) years, have you ever been convicted of, or pled guilty or no contest to, any felony offense other than any applicable exceptions listed above? YES ☐ NO ☐

If yes, explain: _____

Pending Matters: Have you been arrested for any matters for which you are now out on bail or on your own recognizance pending trial? YES ☐ NO ☐

If yes, explain: _____

Criminal Records: If you answered Yes to either of the above two questions, please provide the dates(s), what county and describe that criminal record so the individual circumstances can be considered. Criminal convictions or pending matters will not automatically disqualify an applicant from employment. **An individualized assessment will be conducted in accordance with state and federal law before any employment decisions is made.**

Disclaimer and Signature

I certify that the information shown on this application is correct and complete to the best of my knowledge, and that I have not knowingly withheld any fact or circumstance. I understand that falsifying or omitting information on this form may cause me to be disqualified from further consideration or dismissed from employment.

I authorize all persons listed above (and on the accompanying resume, if any) to give MRC any and all information concerning my previous employment and education and any pertinent information they may have, personal or otherwise, and release all parties, such persons and MRC, from liability for any damage that may result from furnishing same to MRC.

If employed by MRC, I agree to abide by the policies and procedures of MRC, which include the Anti-Harassment Policy. I further understand that my employment can be terminated, with or without cause or notice, at any time, at the discretion of MRC or myself. I further understand that no manager or representative of MRC other than the

Managing Partner of MRC has any authority to enter into any agreement, oral or written, on behalf of MRC for a term of employment or to make any assurance or promise of continued employment.

I understand that MRC may obtain a consumer and/or investigative consumer report for employment purposes that may include information regarding prior employment, work experience and performance, reasons for employment termination, and information as to character, general reputation, personal characteristics, or mode of living. The report may also contain a records check of driving, criminal, credit, education, degrees, professional licenses and/or certification records depending on the position. By signing this application, I authorize the procurement of a consumer and/or investigative consumer report by MRC as part of the pre-employment background investigation and if hired, at any time during my employment.

I understand and agree that, subject to applicable law, I will be required to take a drug and alcohol screening test. I hereby give my voluntary consent for a blood and/or urine sample to be collected from me and submitted for testing. I also consent to the release of the test results to MRC. I understand that any positive drug or alcohol result may preclude my employment.

Applicant's
Signature: _____

Date: _____

Print Full
Name _____

Last 4 of Social
Security Number _____