



The Phoenix Group
 4 Sycamore Creek Drive
 Springboro, OH 45066

EMPLOYMENT APPLICATION

The Phoenix Group considers all applicants based upon personal capabilities and qualifications without regard to race, color, religion, sex, age, national origin, disability, or any other protected characteristic as established by law.

SECTION A: PERSONAL INFORMATION		<i>Complete all applicable information</i>	
Position Applied For		Date of Application	
Last Name		First Name	Middle Name
Address	Street	City	State Zip
Telephone Number (Primary)		Telephone Number (Alternate)	
E-mail Address			
SECTION B: GENERAL			
Are you interested in: <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Temporary			
What hours are you available to work? <input type="checkbox"/> Day Shift <input type="checkbox"/> Evening Shift <input type="checkbox"/> Day and Evening Shift			
Are you able to rotate between shifts?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are you available to work overtime?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
If offered a position, when are you available to start ____/____/____		Desired Annual Salary/Wages	
How were you referred to us?			
<input type="checkbox"/> Newspaper <input type="checkbox"/> Employment Agency <input type="checkbox"/> Personal Inquiry <input type="checkbox"/> Radio <input type="checkbox"/> Friend/Relative <input type="checkbox"/> Other: _____			
Are you legally authorized to work in the United States?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
If hired, can you provide proof of your eligibility to work in the United States?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are you 18 years of age or older?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have you ever been convicted of a felony? (A yes answer will not automatically disqualify you from employment.)		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have you ever applied for employment with Phoenix before? If yes, please provide the date: ____/____/____		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Has the company ever employed you before? If yes, please provide the date: ____/____/____		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Do you have any friends or relatives working at Phoenix? If yes, who? _____		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Driving Positions Only			
Do you have a valid driver's license?		<input type="checkbox"/> Yes	<input type="checkbox"/> No

SECTION C: EDUCATION									
School		Name and Location			Course of Study		Years Completed		Diploma/ Degree
High School							1 2 3 4		
College							1 2 3 4		
Graduate School							1 2 3 4		
Other (Specify)							1 2 3 4		
SECTION D: MILITARY SERVICE									
Were you in the U.S. Military? <input type="checkbox"/> Yes <input type="checkbox"/> No					If yes, what branch?				
Rank at the time of discharge			Have you had any job related training in the military? <input type="checkbox"/> Yes <input type="checkbox"/> No						
If yes, please describe.									
SECTION E: EMPLOYMENT HISTORY <i>List your last three employers, starting with your most recent one first.</i>									
Name of Company				Address					
Supervisor			Title of Supervisor			Phone			
Last Position				Duties					
Dates Employed		Wage/Salary			Other Compensation				
From	To	Starting	Final	Bonus	Commission				
Reason for Leaving									
Name of Company				Address					
Supervisor			Title of Supervisor			Phone			
Last Position				Duties					
Dates Employed		Wage/Salary			Other Compensation				
From	To	Starting	Final	Bonus	Commission				
Reason for Leaving									
Name of Company				Address					
Supervisor			Title of Supervisor			Phone			
Last Position				Duties					
Dates Employed		Wage/Salary			Other Compensation				
From	To	Starting	Final	Bonus	Commission				
Reason for Leaving									
SECTION F: PERSONAL/PROFESSIONAL REFERENCES <i>(Do not include family members or past supervisors)</i>									
Name			Phone Number		Best Time to Call		Occupation		

SECTION G: *Please provide an explanation of any gaps in your employment.*

SECTION H: *Please describe any training or specialized skills.*

SECTION I: APPLICANT'S STATEMENT *Please read the following statements carefully.*

I, the undersigned, understand that I am being considered as a potential employee of The Phoenix Group and hereby certify that:

1. In consideration of my employment, I agree to conform to the policies and procedures of the Company. I understand that in accepting this application, The Phoenix Group is in no way obligated to provide me with employment and that I am not obligated to accept employment if offered.
2. I understand that if I am hired, such hiring will not be for any definite period of time. Furthermore, I understand, that if I am hired, I will be an employee at-will and I can be terminated at any time, with or without cause and with or without notice.
3. I understand that my status as an at-will employee, and the terms and conditions of that employment cannot be changed except in writing and signed by the CEO of The Phoenix Group.
4. I certify that the facts contained in this application are true and complete to the best of my knowledge. I understand that any falsified statements on this application or omission of fact on either this application or during the pre-employment process will result in my application being rejected, or, if I am hired, in my employment being terminated.
5. I also understand that any offer of employment is conditioned on the completion of pre-employment tests and documentation. I will, upon request, sign all necessary consent forms.

_____ Signature of Applicant	____/____/____ Date
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OFFICE USE ONLY

Applicant Hired: Yes No If yes, start date: _____

Starting Salary /Wage: \$ _____ / per year/hour