



Thank you for your interest in employment at Terryberry. The mission of Terryberry is to help organizations provide their people with special recognition for remarkable contributions and achievements. We strive to create a fulfilling and rewarding environment where people achieve their best potential – in our clients' businesses and in our own.

Terryberry is an equal employment opportunity employer dedicated to a policy of nondiscrimination in employment upon any basis, including race, color, creed, religion, age, sex, national origin, ancestry, marital status, military status, or the presence of any physical or mental condition or disability. In reading and answering the following questions, please keep in mind that none of the questions are intended to imply any limitations, illegal preferences, or discrimination based upon any non-job-related information

Terryberry is an at-will employer. All employment with Terryberry is at-will which means employment and/or compensation can be terminated at any time, with or without cause and with or without notice, at the option of Terryberry or the employee. Any claims to the contrary must have the full written agreement of both of the Managing Partners or they will not be valid. Nothing created herein is intended to create any contractual obligation. This application will be given complete consideration, but its receipt does not imply that the applicant will be employed. This application will be kept on file a maximum of four weeks after the job has been filled.



# PERSONAL INFORMATION



Name			
Social Security Number			
Current Address			
City	State	Zip	
Permanent Address (if different from Current Address)			
Daytime Phone at which you can be reached			
Evening Phone			
POSITIONS APPLIED FOR			
Type of Work Desired	Full Time	Part Time	Temporary
Date Available to Start Work			



# GENERAL INFORMATION



1. Have you ever applied for a job with this company in the past? If yes, please give the date of employment and the position for which you applied. State your name at the time if different from your present name.
2. Have you ever been employed by this company in the past? If yes, please give dates of employment, position(s) held, and state your name while employed if different from your present name.
3. If hired, will you be able to work during the normal days and hours required for the position(s) for which you are applying? If no, please explain:
4. Do you have any commitments to another employer that might affect your employment with our company? If yes, please explain:
5. If hired, can you furnish proof that you are 18 years of age, or if under 18 do you have a permit to work?
6. If hired, can you furnish proof that you are eligible to work in the United States? (if unsure of the documents needed to prove eligibility to work in the US, we will be happy to explain the legal requirements). If no, please explain:



# GENERAL INFORMATION



7. Are you capable of satisfactory performing the job(s) for which you are applying? If no, please explain:
  
8. Do you have any experience from your military experience that would be relevant to the job(s) for which you are applying? If yes, please explain:
  
9. Do you have any language abilities (such as reading or speaking in a foreign language) that might help you perform the job(s) for which you are applying? If yes, please explain:
  
10. Have you been convicted of a felony, or released from prison in the past 10 years?  
Note: A yes answer does not automatically disqualify you from employment since the nature of the offense, date, and type of job for which you are applying will be considered. If yes, please explain:
  
11. Are you charged with an unresolved criminal charge (have you been charged with a crime that has not yet resulted in a plea of guilty, court trial, or a dropping of a charge)?  
Note: A yes answer will not automatically disqualify you from employment. If yes, please explain fully:



**PRESENT AND FORMER EMPLOYERS**

May we contact your present employer? Yes No

**Company #1** (most recent first)

Company Name		
Dates of Employment: From		To
Address		
City	State	Zip
Supervisor's Name		Phone
Job Titles and Duties		
Reason for Leaving		
Your Name When Employed <small>if different from present name</small>		

**Company #2**

Company Name		
Dates of Employment: From		To
Address		
City	State	Zip
Supervisor's Name		Phone
Job Titles and Duties		
Reason for Leaving		
Your Name When Employed <small>if different from present name</small>		



# EMPLOYMENT HISTORY



## Company #3

Company Name		
Dates of Employment: From		To
Address		
City	State	Zip
Supervisor's Name		
Supervisor's Phone		
Job Titles and Duties		
Reason for Leaving		
Your Name When Employed if different from present name		

Please account for any time you were not employed after leaving school in the past ten years (you need not list unemployment periods of one month or less).

If you were unable to list all past jobs or periods of unemployment in the space provided, please add additional information at the end of this booklet.



# JOB-RELATED EXPERIENCES



Some people gain job-related experience in positions other than as an employee. For instance, an accountant may gain experience while working on civic projects, or in school organizations, or in PTA activities. Please list and describe any paid or unpaid activities, honors, experience or training that might aid you in performing the job(s) for which is you have applied, and have not been listed previously in this application. (you may omit any activities, honors, memberships or other items that tend to identify your race, sex, national origin, age, disability or other personal traits that you prefer not to disclose.)

Please add any additional information (except which identifies your race, sex, age, religion, national origin, disability, or other non-job-related personal information) that you think may be relevant to a decision to hire you.



# EDUCATIONAL INFORMATION



List all relevant information under the following category heads, beginning with High School and Trade School(s)

	Name of School Attended	Location	Did You Graduate?	Major or Course of Study
1.				
2.				
3.				
4.				

OTHERS? Please List:

## REFERENCE CHECK INFORMATION RELEASE FORM- TO BE COMPLETED WITH THE APPLICATION

I, \_\_\_\_\_, understand that consideration for employment is conditioned upon the results of a reference check. I authorize Terryberry to investigate all statements made by me on my application. I also authorize Terryberry to contact my former employers and references and I authorize contact persons at my former place(s) of employment to respond to questions.

REFERENCES: List 3 individuals who are not former employees or relatives

NAME	EMAIL	PHONE #	OCCUPATION





IMPORTANT:  
PLEASE READ CAREFULLY AND  
INITIAL EACH PARAGRAPH BEFORE SIGNING



By my signature and initials places below, I promise that the information provided in this employment application (and accompanying resume, if any) is true and complete, and I understand that any false information or significant omissions may disqualify me from further consideration for my employment, and may be justification for my dismissal from employment, if discovered at a later date. I agree to immediately notify Terryberry if I should be convicted of a felony, or any crime involving dishonesty or a breach of trust while my job application is pending, or during my period of employment if hired.

\_\_\_\_\_ Initials

I authorize the investigation of all statements contained in this application (and accompanying resume, if any). I also authorize the company to contact my present employer (unless otherwise noted in this application form), past employers, and listed references. I understand that the company may request an investigative customer report from a consumer reporting agency that includes information as to my character, general reputation, personal characteristics, and mode of living. I understand that the investigative consumer report may involve personal interviews with my neighbors, friends, relatives, former employees, schools, and others. I also understand that under the federal Fair Credit Reporting Act I have the right to make a written request to the company, within a reasonable time, for the disclosure of the name and address of the consumer reporting agency so that I may obtain a complete disclosure of the nature and scope of the investigation

\_\_\_\_\_ Initials

I authorize any person, school, current employer (except as previously noted), past employer(s), and organizations names I this application form ( and accompanying resume, if any ) to provide the company with relevant information and opinion that may be useful to the company in making a hiring decisions, and I release such persons and organizations from any legal liability in making such statements.

\_\_\_\_\_ Initials

I give permission for a complete physical examination, including a drug screening exam and X-rays, and I consent to the release to the company of any and all medical information, we may be deemed necessary by the company in judging my capability to do the work for which I am applying, after an offer of hire has been made.

\_\_\_\_\_ Initials



IMPORTANT:  
PLEASE READ CAREFULLY AND  
INITIAL EACH PARAGRAPH BEFORE SIGNING



I understand that if my employment is terminated by the company for dishonesty, breach of trust, or any criminal acts the authorities may be notified and I may be criminally prosecuted. I also understand that, if hired, I may not hold other employment, nor engage in sales, investments or other activities that create a conflict of interest with my position with this company.

\_\_\_\_\_ Initials

I understand that this application does not, by itself, create a contract of employment. I understand and agree that, if hired, MY EMPLOYMENT IS FOR NO DEFINITE PERIOD OF TIME, and may, regardless of the date of payment of my wages or salary, BE TERMINATED AT ANY TIME. I understand that NO PERSON IS AUTHORIZED TO CHANGE ANY OF THE TERMS MENTIONED I THIS APLOYMENT APPLICATION FORM.

\_\_\_\_\_ Initials

I understand that my application to Terryberry is not valid for consideration for employment if I have left any portion of this application blank.

\_\_\_\_\_ Initials

Date \_\_\_\_\_ Signed \_\_\_\_\_

