



APPLICATION FOR EMPLOYMENT

We consider applicants for all positions without regard to race, color, religion, sex, national origin, age, sexual orientation, marital or veteran status, mental or physical disability, or any other legally protected status.

(PLEASE PRINT OR TYPE)

Position Applied For:						Date of Application
Referral Source:	Ad or Web Site	Employee	Friend/Relative	Walk-In	Other: List Below	Salary Desired
Provide Info←						

Last Name	First Name	Middle Name			
Street Address	City	County	State	Zip Code	
Home Phone	Work Phone	Social Security Number			

If you are less than 18 years of age, can you provide required proof of your eligibility to work? Yes No

Have you ever been employed with us before? If Yes, give date: _____ Yes No

Have you ever filed an application with us before? If Yes, give date: _____ Yes No

If currently employed, may we contact your present employer? Yes No

Are you presently prevented from lawfully becoming employed in this country because of Visa or Immigration Status? (Proof of citizenship or immigration status will be required upon employment.) Yes No

Are you available to work: Full Time Part Time On-Call Temporary

Are you available to work overtime? Yes No

Can you travel if the job requires it? Yes No

Are you currently on "lay-off" status and subject to recall? Yes No

Have you been convicted of a felony within the last 7 years? Yes No
(Conviction will not necessarily disqualify an applicant from employment.)

If Yes, please explain _____

Note to Applicants: Please Answer the Question Below Based on the General Requirements of the Job for Which You Are Applying.

Are you capable of performing in a reasonable manner the activities involved in the job for which you have applied with or without reasonable accommodation?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
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EDUCATION

Level Attained	School Name	Course of Study	Years Completed	Diploma Degree*	Year Awarded
High School					DO NOT COMPLETE
Undergraduate College					DO NOT COMPLETE
Graduate Professional					
Other (Specify)					

*** Note to Applicants:** *Copies of College Diplomas and/or Transcripts (if applicable) may be required from All Applicants hired by Viasant LLC.*

OTHER QUALIFICATIONS:

Summarize special job-related skills and qualifications acquired from employment or other experience. Describe any specialized training, apprenticeship, and extra-curricular activities.

Do you speak, write or understand any foreign language? _____ Yes _____ No
 If yes, which language(s)? _____

What interested you in Viasant?

To aid us in checking records and to verify prior employment and education, please indicate whether you were ever employed or enrolled in a school under a name other than that used on the application. Yes _____ No _____

If yes, please specify the name you were employed or enrolled under. _____

WORK REFERENCES ONLY

(Supervisory references preferred. Do not list friends or relatives. Daytime phone number required.)

1. NAME:	Work #: ()
ASSOCIATION:	Home #: ()
2. NAME:	Work #: ()
ASSOCIATION:	Home #: ()
3. NAME:	Work #: ()
ASSOCIATION:	Home #: ()
4. NAME:	Work #: ()
ASSOCIATION:	Home #: ()

EMPLOYMENT EXPERIENCE

Start with your present or last job (if currently unemployed). Include any job-related military service assignments and volunteer activities. You may exclude organizations that indicate race, color, religion, gender, national origin, mental or physical disability, or other protected status. **Please print legibly, complete in detail, and do not reference resume in lieu of filling out table below. If you need additional space, please continue on a separate sheet of paper.**

Employer:	Dates Employed		Work Performed
	From	To	
Address:			
Annual Salary			
Supervisor Name:	Starting	Current/Final	
Telephone:			
Your Job Title:			
Reason for Leaving:			

Employer:	Dates Employed		Work Performed
	From	To	
Address:			
Annual Salary			
Supervisor Name:	Starting	Current/Final	
Telephone:			
Your Job Title:			
Reason for Leaving:			

Employer:	Dates Employed		Work Performed
	From	To	
Address:			
Annual Salary			
Supervisor Name:	Starting	Current/Final	
Telephone:			
Your Job Title:			
Reason for Leaving:			

Employer:	Dates Employed		Work Performed
	From	To	
Address:			
Annual Salary			
Supervisor Name:	Starting	Current/Final	
Telephone:			
Your Job Title:			
Reason for Leaving:			

APPLICANT'S STATEMENT

(PLEASE READ CAREFULLY)

I certify that all the information given by me on this application or in supplemental form is true and correct to the best of my knowledge and belief. I further understand that false or misleading statements or consequential omissions of any kind on this application or supplemental forms are sufficient cause for my not being hired or my dismissal if I am hired.

I authorize the references listed above, as well as all other individuals whom Viasant (the Company) contacts to provide the Company any and all information concerning my previous employment, education and any other pertinent information that they may have. Further, I release all parties and persons from any and all liability for any damages that may result from furnishing such information to the Company as well as from any use or disclosure of such information by the Company or its agents, employees or representative. I understand that any misrepresentation, falsification, or material omission of information on this application may result in my failure to receive an offer, or, if I am hired, my immediate dismissal from employment.

In consideration of my employment, I agree to conform to the rules and standards of the company and agree that my employment and compensation is **AT-WILL** and can be terminated with or without cause or advance notice, at any time, either at my option or at the option of Viasant LLC. I understand that Viasant will not be bound by any oral promises made as to length of employment and that no employees or representatives of Viasant, other than the President, have any authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the foregoing. Further, the President may not alter the **AT-WILL** nature of the employment relationship unless he or she does so specifically in writing. Such a contract must be designated as an "Employment Contract" and be signed by both parties.

In the event of my employment, any company materials entrusted to me during the course of my employment will be returned to Viasant LLC on the last day of my employment whether I resign or am terminated. I agree and understand that should I be employed I will not, at any time or in any manner, whether during or after my employment, either directly or indirectly, divulge, disclose, or communicate to any outside person, firm, or corporation, in any manner whatsoever, any confidential information concerning any matters affecting or relating to the business of Viasant, including, without limiting the generality of the foregoing, confidential information related to any of its customers, the prices it sets or the fees it has obtained from the sale of its services or products, or relating to its manner of operation, its plans, and other "proprietary information." I understand that I will be asked to sign a confidentiality agreement consistent with this paragraph as a condition of employment.

I hereby authorize my previous employer and, if a job offer is accepted, my current employer to provide any and all information they deem appropriate (to include final salary) regarding my employment and job performance. This information may be provided either verbally or in writing. In addition to authorizing the release of any information regarding my employment, I hereby fully waive any rights or claims I have or may have against my previous or current employers and their agents, employees and representatives, and release such employers and their agents, employees and representatives from any and all liability, claims or damages that may directly or indirectly result from the use, disclosure or release of any such information by any person or party, whether such information is favorable or unfavorable to me.

I agree and understand that under the Fair Credit Reporting Act I have been told that this investigation may include an investigative consumer report including information regarding my character, general reputation, personal characteristics, and mode of living. If any such investigation results in denial of employment, I will be so advised. Viasant LLC will supply the name and address of the consumer reporting agency making the investigative report, and I will be given an opportunity to correct any misinformation contained in any such report.

Check this box if you want a copy of any credit reports obtained.

APPLICANT'S CERTIFICATION - This certifies that I have read and understand the preceding statements and that this application was completed by me and that all entries on it are true and complete to the best of my knowledge.

Signature of Applicant

Date

(Do not sign until you have read and understand the entire page.)

PLEASE ATTACH A CURRENT RESUME IF REQUIRED

Your interest in our organization is appreciated. If you are not offered employment within six (6) months following the date of this application, you must resubmit an application if you wish to be considered for future employment.

VOLUNTARY APPLICANT DATA FORM

PLEASE REMOVE THIS FORM FROM THE APPLICATION AND SUBMIT SEPARATELY. THIS VOLUNTARY FORM IS FOR FEDERAL REPORTING REQUIREMENTS ONLY.

The federal government requires Viasant LLC to report sex and race/ethnic origin of applicants for employment. Under the Veterans Employment Opportunities Act, Viasant is required to report veteran status of applicants for employment. Submission of this information is voluntary and failure to provide it will not subject you to any adverse treatment. Your cooperation is appreciated.

Name: _____
Last First Middle Initial

Date of Application: _____

Position(s) Applied For: _____

Indicate how you learned of this vacancy:

- Employee – name of employee: _____
- Direct Inquiry to Personnel
- Advertisement – please specify source: _____
- Organization – please specify: _____
- Other – please specify: _____

Indicate Sex:

- Male Female

Indicate Race/Ethnic Group:

- White A person having origins in any of the original peoples of Europe, North Africa, or the Middle East.
- Black or African American A person having origins in any of the Black racial groups of Africa.
- Hispanic or Latino (White race only) A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, and of the White race.
- Hispanic or Latino (all other races) A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, and of any race other than White.
- Asian A person 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.
- Native Hawaiian or Other Pacific Islander A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- American Indian or Alaskan Native A person having origins in any of the original peoples of North America and South America (including Central America) and who maintains tribal affiliation or community attachment.

Indicate Veteran Status:

- No Veteran Status Disabled Veteran Vietnam Veteran Other Veteran

Viasant LLC is an equal opportunity employer and does not discriminate on the basis of race, gender, religious creed, color, national origin or ancestry, physical or mental disability, medical condition, marital status, veteran status, age, sexual orientation, or any other basis protected by federal, state, or local law or ordinance or regulation, in admission or access to, or treatment or employment in, its programs and activities. Inquires regarding the corporation's policy and procedures should be directed to the President, Viasant LLC.



Significant amendments to the Fair Credit Reporting Act (FCRA) became effective September 30, 1997. The law intends to ensure that agencies such as Sterling Testing Systems follow appropriate guidelines for the accurate and confidential handling of information regarding employment.

If you conduct background investigations as part of your pre-employment screening process you must be aware of the following:

- You must give the applicant a stand-alone document informing them that a consumer report is being used for employment purposes (see enclosed document labeled "Consumer Notification").
- You must have the applicant sign the enclosed consent form.
- If the background investigation report plays a role in your decision to deny the applicant a position, you must first send the applicant a letter notifying them of the intent to take adverse action and subsequently, if applicable, a notice of final adverse action (see enclosed documents labeled as such).

Please sign and return the End User Certificate signifying acceptance of these conditions. We cannot conduct a background investigation without this signed form.

CONSUMER NOTIFICATION

Please be advised that a consumer report is being obtained from a consumer-reporting agency for the purpose of evaluating you for employment, promotion, reassignment or retention as an employee.



California, Minnesota & Oklahoma applicants Only: I have the right to request a copy of my consumer report from Sterling Testing Systems, Inc. by checking the box below. The consumer report will be mailed directly to me by Sterling Testing Systems.
 I wish to receive a copy of the consumer report. (Check box only if you wish to receive a copy.)

Minnesota Applicants Only: I have the right to make a written request to the consumer-reporting agency to provide me with a complete and accurate disclosure of the nature and scope of the consumer report.

For California Applicants Only: I further understand that I shall receive a copy of any investigative consumer credit report obtained by [Company Name] and information on who issued the report and how to contact them, either at the time of any meeting or interview between the Company and me or within seven days of the date the Company receives the report, whichever is earlier.

For California Applicants Only: I understand I have the right to inspect visually the files concerning me maintained by an investigative consumer credit reporting agency during normal business hours and upon reasonable notice. The inspection can be done in person if I appear in person and furnish proper identification; I am entitled to a copy of the file for a fee not to exceed the actual costs of duplication. I am entitled to be accompanied by one person of my choosing, who shall furnish reasonable identification. The inspection can also be done via certified mail if I make a written request, with proper identification, for copies to be sent to a specified addressee. I can also request a summary of the information to be provided by telephone if I make a written request, with proper identification for telephone disclosure, and the toll charge, if any, for the telephone call is prepaid by or directly charged to me. I further understand that the investigative consumer credit reporting agency shall provide trained personnel to explain to me any of the information furnished to me; I shall receive from the investigative consumer-reporting agency a written explanation of any coded information contained in files maintained on me. "Proper identification" as used in this paragraph means information generally deemed sufficient to identify a person, including documents such as a valid driver's license, social security account number, military identification card and credit cards.