

EDUCATION

High School	Location	Major/Minors	Graduate? <input type="checkbox"/> Yes <input type="checkbox"/> No
College	Location	Major/Minors	Graduate? <input type="checkbox"/> Yes <input type="checkbox"/> No
College	Location	Major/Minors	Graduate? <input type="checkbox"/> Yes <input type="checkbox"/> No
Business, Trade, Other			Graduate? <input type="checkbox"/> Yes <input type="checkbox"/> No

EMPLOYMENT RECORD (Beginning with latest or present employer)

Company name	Supervisor's name	Supervisor's title	
Company address	Phone number		
Title of my job	My responsibilities included		
Starting date (Month/Year)	Ending date (Month/Year)	Starting salary	Ending salary
Reason for leaving			

Company name	Supervisor's name	Supervisor's title	
Company address	Phone number		
Title of my job	My responsibilities included		
Starting date (Month/Year)	Ending date (Month/Year)	Starting salary	Ending salary
Reason for leaving			

Company name	Supervisor's name	Supervisor's title	
Company address	Phone number		
Title of my job	My responsibilities included		
Starting date (Month/Year)	Ending date (Month/Year)	Starting salary	Ending salary
Reason for leaving			

List periods of unemployment of more than 30 days, and explain:

PROFESSIONAL REFERENCE REQUEST LIST

If we elect to pursue your candidacy beyond the second interview, we will need to complete a background investigation. The references with whom we will need to speak must be your present or past supervisors. We are interested in speaking with a minimum of two people to whom you have reported directly. In completing this list, please furnish us with complete names, addresses and telephone numbers of at least two references. Under "description/length of professional relationship" please make a few comments about the history of your professional relationship: i.e., years worked together, promotions given, etc.

Name of reference _____ Title/Position _____

Address _____ Phone number _____

Description/length of professional relationship _____

Name of reference _____ Title/Position _____

Address _____ Phone number _____

Description/length of professional relationship _____

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Address _____ Phone number _____

Description/length of professional relationship _____

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Description/length of professional relationship _____

Name of reference _____ Title/Position _____

Address _____ Phone number _____

Description/length of professional relationship _____

AUTHORIZATION AND CONSENT FOR RELEASE OF INFORMATION

As a part of our employment screening and selection procedures, Eclectic Concepts, Inc. requires that a pre-employment verification of background information be conducted on all finalist candidates. This verification procedure must be completed before an offer of employment can be extended. The objectives of this verification of background information are to verify information provided during the application process and to help solidify a good job match.

This background investigation may include verification of education, employment history, credit history as permitted by the Fair Credit Reporting Act, a review of any local, county, state and federal government agency public records, and business and/or personal references.

This Authorization and Release gives your permission to Eclectic Concepts, or its designated agent, to conduct the background investigation. All information will be proprietary and kept confidential.

I, the undersigned, do hereby certify that the information provided by me in my application for employment, resume, or in verbal discussions relating to my consideration for employment are true and complete to the best of my knowledge. I hereby authorize Eclectic Concepts, Inc., or its designated agent, to 1) investigate the truthfulness of all statements made on my application or resume, or in verbal statements made by me in the interview process; 2) contact any verification of my education, employment, personal, credit and motor vehicle records, and to receive any criminal history relating to me which may be on file with any local, state or federal criminal justice agencies; and 3) disclose verbally or in writing the results of any investigation with authorized employees or agents of Eclectic Concepts, Inc., involved in the hiring process. I understand that the credit report source used is TRW Credit Services and that upon my request I am entitled to receive a credit report at no charge.

Further, I authorize the procurement of any other information that relates to my background, character and personal reputation which may be deemed relevant to my employment.

I have read and understand this Authorization and Consent. I request that this document in its original or copy form serve as my valid authorization to any and all persons, educational institutions, past and/or current employers, organization, credit agencies, law enforcement or criminal record agencies and other agencies to release all such personal, institutions, agencies and organizations providing such information from liability in any or all claims and damages connected with their providing any requested information.

I further agree to indemnify, discharge and forever hold harmless Eclectic Concepts Inc., its associates/employees, its designated agent and its associates/employees from any and all damages, claims, losses, liabilities, costs and expenses (including, but not limited to attorney's fees) incurred as direct or indirect results of any lawsuit or administrative proceeding brought against Eclectic Concepts Inc., or its agent, which is related directly or indirectly to the disclosure of any such information to such investigation. I understand that my employment with Eclectic Concepts Inc. is conditioned upon a successful background investigation.

Please note: Applicant agrees to the following conditions of employment:

1. Meeting minimum or maximum age requirements.
2. Documentation of authorization to work in the US will be required.
3. Meeting attendance and performance requirements.
4. Conforming to other company rules, regulations and instructions.

I certify that the information given by me to Eclectic Concepts, Inc. is true and complete to the best of my knowledge. I understand that, if employed, false or misleading information may result in immediate dismissal.

I further certify that I am not engaged in an outside activity or business that could be considered in conflict with Eclectic Concepts, Inc. interest or those of its clients, nor will I become engaged in such activity or business if employed.

I further certify that if hired by Eclectic Concepts, Inc. that I will have access to certain confidential and proprietary information. I agree that during and after my employment with Eclectic Concepts, Inc. I will not use, disclose, copy or retain such confidential and proprietary information (a) other than is required in the performance of my responsibilities, (b) for my personal gain, or (c) in any manner contrary to the best interests of Eclectic Concepts, Inc. If employed, I release Eclectic Concepts, Inc. from any liability for future references it may provide regarding my work history at the firm.

In consideration of my employment, I agree that my employment and compensation can be terminated with or without cause, and with or without notice at any time, at the option of either Eclectic Concepts, Inc. or myself. I understand that no representative of Eclectic Concepts, Inc., other than the owner, has any authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the foregoing. If employed, I further agree that if Eclectic Concepts advances any paid leave before it has been accrued, or advances or loans to me any money during the course of my employment, or if I lose, damage, or fail to return any firm property, the firm is authorized to deduct from my wages sufficient funds to repay such loans or advances or to replace its property.

Signature

Date