



INSPIRED MANAGEMENT SERVICES

## Employment Application

An Equal Opportunity Employer

### Application Procedures

- Follow instructions carefully
- Provide detail –do not use “See Resume”
- If accommodation or assistance is needed in completing this application, Contact the company representative
- Print using an ink pen
- Check for errors prior to signature and submittal
- All application materials submitted become the property of Sullens and Euchner and cannot be returned
- Sullens and Euchner reserves the right to request additional information to verify the information submitted on your application
- Completed application materials should be faxed to 480.621.7410; or mailed to Sullens and Euchner, 6945 E Sahuaro Dr., Suite B-1, Scottsdale, AZ 85254

|  |       |          |                |                 |             |
|--|-------|----------|----------------|-----------------|-------------|
| Position applying For:   |       |          |                | Date Available: |             |
| Name: Last   | First | MI       | E-Mail Address | Today's Date    |             |
| Other Names Used:  |       |          |                |                 |             |
| Home Address   |       | City     | State          | Zip             | Home Phone  |
| Mailing Address  |       | City     | State          | Zip             | Other Phone |
| Have you ever worked for Sullens & Euchner                             |       | Position |                | Dates           |             |
| <input type="checkbox"/> Yes <input type="checkbox"/> No               |       |          |                | From:      To:  |             |
| Are You Related To Any Sullens & Euchner Employee?                     |       |          |                |                 |             |
| <input type="checkbox"/> Yes <input type="checkbox"/> No      Name(s): |       |          |                |                 |             |
| Are You Legally Eligible To Work In The United States?                 |       |          |                |                 |             |
| <input type="checkbox"/> Yes <input type="checkbox"/> No               |       |          |                |                 |             |

| <b>Education: Check highest grade completed</b>  |              |     |       |        |
|--|--------------|-----|-------|--------|
| High School: 9 <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 12 <input type="checkbox"/> Graduate? <input type="checkbox"/> Yes <input type="checkbox"/> No GED? <input type="checkbox"/> Yes <input type="checkbox"/> No |              |     |       |        |
| College or University Name and Location  | Credit Hours |     | Major | Degree |
|  | Sem          | Qtr |       |        |
|  |              |     |       |        |
|  |              |     |       |        |
|  |              |     |       |        |

| Other Training: Name and address of school(s) | Course of Study | Diploma/Certificate |
|---|-----------------|---------------------|
|   |                 |                     |
|   |                 |                     |
|   |                 |                     |

| List Current Licenses/Professional Registrations/Certifications/Memberships |
|---|
|   |
|   |
|   |

| Skills and Abilities       |                             |
|----------------------------|-----------------------------|
| Languages spoken fluently: | Languages written fluently: |
|                            |                             |

| Office machines used proficiently:  |
|---|
| Personal Computer <input type="checkbox"/> _____ wpm      Typewriter <input type="checkbox"/> _____ wpm      Copier <input type="checkbox"/><br>Fax <input type="checkbox"/> 10=key calculator <input type="checkbox"/> |

| Software packages used proficiently: |
|--------------------------------------|
|                                      |
|                                      |
|                                      |
|                                      |

**List additional skills, training, or experience that have provided you with the knowledge and abilities for this position:**

|  |
|--|
|  |
|  |
|  |

**Employment History: List current or most recent employer first, then list in chronological order other positions held. Please list employment dates in Month/Year formal**

|                            |        |   |
|----------------------------|--------|---|
| Employer:                  |        | Employment Dates:<br>From: mm/yy<br>To: mm/yy   |
| Your Job Title             |        | Full-Time <input type="checkbox"/><br>Part-time <input type="checkbox"/>                  |
| Supervisor:                | Title: | Phone Number:   |
| Brief description of work: |        | Starting Salary:  |
|                            |        | Ending Salary:  |
| Reason for leaving:        |        | May we contact this employer?<br>Yes <input type="checkbox"/> No <input type="checkbox"/> |

|                            |        |   |
|----------------------------|--------|---|
| Employer:                  |        | Employment Dates:<br>From: mm/yy<br>To: mm/yy   |
| Your Job Title             |        | Full-Time <input type="checkbox"/><br>Part-time <input type="checkbox"/>                  |
| Supervisor:                | Title: | Phone Number:   |
| Brief description of work: |        | Starting Salary:  |
|                            |        | Ending Salary:  |
| Reason for leaving:        |        | May we contact this employer?<br>Yes <input type="checkbox"/> No <input type="checkbox"/> |

|                                   |               |  |
|-----------------------------------|---------------|--|
| <b>Employer:</b>                  |               | <b>Employment Dates:</b><br>From: mm/yy<br>To: mm/yy   |
| <b>Your Job Title</b>             |               | <b>Full-Time</b> <input type="checkbox"/><br><b>Part-time</b> <input type="checkbox"/>           |
| <b>Supervisor:</b>                | <b>Title:</b> | <b>Phone Number:</b>   |
| <b>Brief description of work:</b> |               | <b>Starting Salary:</b>  |
|                                   |               | <b>Ending Salary:</b>  |
| <b>Reason for leaving:</b>        |               | <b>May we contact this employer?</b><br>Yes <input type="checkbox"/> No <input type="checkbox"/> |
|                                   |               |  |
| <b>Employer:</b>                  |               | <b>Employment Dates:</b><br>From: mm/yy<br>To: mm/yy   |
| <b>Your Job Title</b>             |               | <b>Full-Time</b> <input type="checkbox"/><br><b>Part-time</b> <input type="checkbox"/>           |
| <b>Supervisor:</b>                | <b>Title:</b> | <b>Phone Number:</b>   |
| <b>Brief description of work:</b> |               | <b>Starting Salary:</b>  |
|                                   |               | <b>Ending Salary:</b>  |
| <b>Reason for leaving:</b>        |               | <b>May we contact this employer?</b><br>Yes <input type="checkbox"/> No <input type="checkbox"/> |
|                                   |               |  |
| <b>Employer:</b>                  |               | <b>Employment Dates:</b><br>From: mm/yy<br>To: mm/yy   |
| <b>Your Job Title</b>             |               | <b>Full-Time</b> <input type="checkbox"/><br><b>Part-time</b> <input type="checkbox"/>           |
| <b>Supervisor:</b>                | <b>Title:</b> | <b>Phone Number:</b>   |
| <b>Brief description of work:</b> |               | <b>Starting Salary:</b>  |
|                                   |               | <b>Ending Salary:</b>  |
| <b>Reason for leaving:</b>        |               | <b>May we contact this employer?</b><br>Yes <input type="checkbox"/> No <input type="checkbox"/> |

**References:** Please list the names and telephone numbers of three professional references (co-workers, customers, and/or supervisors other than those listed in Employment History).

| Name | Relationship | Telephone Number |
|------|--------------|------------------|
|      |              |                  |
|      |              |                  |
|      |              |                  |

Have you ever been convicted of a felony?  Yes  No If yes, give details including charges, dates, and locations. A conviction will not necessarily disqualify an applicant from the position sought.

Details:

\*Convicted of a felony means entry of a final judgment on a verdict or a finding of guilty, or a plea of nolo contendere, in a court of competent jurisdiction in a criminal case, regardless of whether an appeal is pending or could be taken. Conviction does NOT include a final judgment that has been expunged by pardon, set aside, or otherwise rendered invalid.

**Please Read Carefully**

Sullens & Euchner does not discriminate in hiring or in the terms or conditions of employment on the basis of race, color, religion, sex, national origin, Vietnam-era veteran, disability status, or sexual orientation. Federal law prohibits discrimination on the basis of age against persons forty (40) or older. No question on this application is intended to secure information to be used for such discrimination.

I authorize Sullens & Euchner to contact employers both past and present, or any other person or entity that may have knowledge of my conduct, activities, or credentials. In order for Sullens & Euchner to determine my eligibility for employment. I understand all information will be maintained and treated by Sullens & Euchner as confidential.

I certify that, to the best of my knowledge, all information given herewith is true. I understand that any falsification or misrepresentation of facts will be a cause for dismissal if Sullens & Euchner hires me.

\_\_\_\_\_  
**APPLICANT SIGNATURE**

\_\_\_\_\_  
**DATE**

Nothing on this application is intended to create or imply a contractual relationship; if hired, the employee understands that employment is at will; i.e., that it is not for any specific time period or duration and can be terminated with or without reason at any time. While employment policies, or procedures may change from time to time, only a written agreement signed by the company's president can change the employee's at will status.

The following Equal Employment Opportunity /survey Form is voluntary and your cooperation in providing this information is appreciated. Please return this form with your completed application.

## Sullens&Euchner

### Equal Employment Opportunity Survey

**APPLICANT:**

Sullens & Euchner is an Equal Opportunity Employer and complies with all applicable federal and state regulations. We are soliciting the information below to meet statistical reporting and EEO requirements. Once received it will remain confidential and separate from your employment application materials. Your responses are voluntary and your cooperation in providing this information is appreciated. Please return this form with your application.

**INSTRUCTIONS:** Print your name in the space provided. Indicate the appropriate responses listed below.

**DATE:** \_\_\_\_\_

**NAME: (Last, First, Middle)**

**POSITION APPLIED FOR:**

**SEX:**            Male               Female  

**RACE: (Check as many as appropriate)**

American Indian or Alaska Native    Asian    Black or African American    Native Hawaiian or Other Pacific Islander    White

**ETHNICITY:**

Hispanic or Latino    Not Hispanic or Latino

**VETERAN STATUS:**

Vietnam Era Veteran    Disabled Vietnam Veteran    Disabled Veteran

**DISABILITY STATUS:**

- I am an individual with a mental or physical impairment that substantially limits one or more of major life activities
- I may need reasonable accommodation in the event that I am selected for interview

**AGE OVER 40**    **Yes**             **No**