



APPLICATION FOR EMPLOYMENT

800 Northwest Highway, Suite 700, Palatine, IL 60074 | (847) 705-3866
6808 Prescott Avenue, St. Louis, MO 63147 | (314) 655-3767

Position Desired: _____ Today's Date: _____

Name: _____ Phone: _____
(Print) Last First Middle

Address: _____ Email: _____
Number & Street City State Zip

Have you ever worked for Penn Services before? Yes No
If "Yes", please give dates, position(s) held and reason for leaving: _____

Have you ever used another name? Yes No
If "Yes", please list those names here to allow us to check on your work and educational records: _____

Wage / Salary Expected: _____ What date can you start? _____

Do you prefer to work: P/T F/T Will you work overtime, if required? Yes No

Are you legally authorized to work in the United States? Yes No
(All new hires must provide proof of identity and employment eligibility upon hire in accordance with applicable law)

If hired, can you provide proof that you are over 18 years of age? Yes No

Have you been give a job description or have the essential functions of the job been explained to you? Yes No

Do you understand these essential functions? Yes No

Are you capable of satisfactorily performing the essential job duties of the position for which you are applying, with or without reasonable accommodation? Yes No

Do you have reliable transportation to and from work? Yes No

Please indicate any actual experience, special training, skills, or qualifications that you have that you feel is relevant to the position for which you are applying (Exclude anything that may disclose a Protected Characteristic):

PERSONAL REFERENCES

Please list at least three persons who are familiar with your work abilities but who are not relatives.

Name	Address (Street, City, State, Zip)	Telephone Number	Years Known & Relationship

EDUCATION

School Name	Years Completed (Circle One)	Diploma / Degree Received	Describe Course of Study or Major	Describe Specialized Training, Experience or Skills
High School:	9 10 11 12			
College / University:	1 2 3 4			
Graduate / Professional:	1 2 3 4			
Trade / Correspondence:				
Other:				

Record of Previous Employment

Please list the names of your present and previous employers in chronological order with the present, or most recent, employer first. Be sure to account for all periods of time, including military service and any periods of unemployment. If self-employed, give the name of the firm or business and supply business references. Use additional pages if needed. Complete all fields, regardless of whether you have submitted a resume.

Present or Most Recent Employer			
Name of Company or Firm	Employed From (mo/yr)	Position or Title	Reason for Leaving
Address			
City, State, Zip Code			
Area Code and Telephone			

Previous Employer			
Name of Company or Firm	Employed From (mo/yr)	Position or Title	Reason for Leaving
Address			
City, State, Zip Code			
Area Code and Telephone			

Previous Employer			
Name of Company or Firm	Employed From (mo/yr)	Position or Title	Reason for Leaving
Address			
City, State, Zip Code			
Area Code and Telephone			

Previous Employer			
Name of Company or Firm	Employed From (mo/yr)	Position or Title	Reason for Leaving
Address			
City, State, Zip Code			
Area Code and Telephone			

Have you ever been terminated or asked to resign from any job? Yes No

If "Yes", please explain circumstances: _____

May we contact your current employer? If "No", please explain: Yes No

Thank you for completing this application and for your interest in Penn Services. This application form is intended for use in evaluating your qualifications for employment. This is not an employment contract.

Please answer all appropriate questions completely and accurately. False or misleading statements during the interview process or on this employment application are grounds for terminating the application process or, if discovered after employment, terminating employment.

Our company is an equal employment opportunity employer. All qualified applicants will receive consideration without regard to race, color, religion, gender (including gender identity, change of gender, and transgender status), sexual orientation, national origin, ancestry, age, military or veteran status, disability, pregnancy, marital status, genetic information, or any other characteristic protected by applicable law (any of which is a "Protected Characteristic").

Testing of job-related skills may be required prior to employment.

Authorization, Acknowledgment and Certification

(If you have any questions regarding the language below, please ask a Company representative before signing.)

Authorization

I authorize the company to which I am applying for employment (the "Company") or its authorized agent to contact all former employers, persons, schools, and companies listed on this application or otherwise provided by me, as well as law enforcement authorities, and I authorize all such employers, persons, schools, companies, and authorities contacted by the Company to provide the information requested by the Company in connection with my application for employment.

Background Investigation

I understand that if I am offered employment with the Company, the offer may be conditioned upon my consent to a background check (including a review of criminal records), and the Company's satisfaction with the results.

Work Rules

If I am offered and accept employment with the Company, I agree to comply with all policies and procedures of the Company. I understand that the Company may unilaterally change or revise its policies, procedures, and benefits without prior notice, and such changes may include reduction in benefits.

At Will Employment

I understand that this application is not an employment contract. I understand that if I am offered and accept employment with the Company, my employment will not be for a definite term, and I will be an employee at-will. This means that my employment can be terminated (by me or by the Company) at any time, with or without advance notice, with or without cause. No implied, oral, or written agreements contrary to the express language of this acknowledgment are valid unless they are in writing and signed by the Company's Managing Principal.

Confidentiality and Non-Solicitation Agreement

I understand that if I am offered employment with the Company, I may be required to sign a Non-Solicitation and/or Confidentiality Agreement as a condition of employment.

Certification

I certify that the answers given by me to the questions on this form and the statements made by me are complete and true to the best of my knowledge and belief. I understand that any false information, omissions or misrepresentations of facts provided by me, whether on this application or otherwise, may result in rejection of my application or withdrawal of an offer of employment, or in the event employment is offered and accepted, discharge from employment.

Applicant's Printed Name

Date

Signature of Applicant

Date