



InfoPro Corporation  
 P.O. Box 2886, Huntsville, AL. 35804-2886  
 Tel: (256) 722-9090 Fax: (256) 830-1359  
 Email: beverly.ames@ipc-us.com  
 General Information: www.InfoProCorporation.com

## APPLICATION FOR EMPLOYMENT

**INSTRUCTIONS** Please print and complete all questions. Include any supplemental information that you feel would be helpful in our consideration of your qualifications. If you need additional space for your responses below, use the comments and accomplishments section of this application or use plain paper sheets. Attach resume if available.

### APPLICATION IDENTIFICATION

Date \_\_\_\_\_

Name \_\_\_\_\_

Present Address \_\_\_\_\_

Home Telephone \_\_\_\_\_ Business Telephone \_\_\_\_\_

List any other names under which you are known:

Are you over 18 years of age? Yes \_\_\_\_\_ No \_\_\_\_\_

### TYPE OF EMPLOYMENT/POSITION DESIRED

Date you could begin working \_\_\_\_\_

Applying for: Full-Time \_\_\_ Part-Time \_\_\_ Temporary \_\_\_

Desired starting salary: \_\_\_\_\_

### EDUCATION

NAME

CITY STATE

MAJOR SUBJECT

(If degree, specify type)

High School \_\_\_\_\_

College \_\_\_\_\_

Business, \_\_\_\_\_

Trade or Other \_\_\_\_\_

### UNITED STATES MILITARY SERVICE:

Branch:

Service Dates:

### EMPLOYMENT BACKGROUND

**INSTRUCTIONS** Please list every position that you have held for the past ten years starting with your most recent position. Account for all periods of unemployment. Plain sheet of paper may be used if necessary.

Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ Employed from (Mo./Yr.) \_\_\_\_\_

Name of Supervisor \_\_\_\_\_ Employed to (Mo./Yr.) \_\_\_\_\_

Your position title \_\_\_\_\_ Starting base pay \_\_\_\_\_

List your duties/responsibilities \_\_\_\_\_

Reason for leaving \_\_\_\_\_

May we contact your present employer for a reference? Yes . No

Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ Employed from (Mo./Yr.) \_\_\_\_\_

Name of Supervisor \_\_\_\_\_ Employed to (Mo./Yr.) \_\_\_\_\_

Your position title \_\_\_\_\_ Starting base pay \_\_\_\_\_

List your duties/responsibilities \_\_\_\_\_

Reason for leaving \_\_\_\_\_

Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ Employed from (Mo./Yr.) \_\_\_\_\_

Name of Supervisor \_\_\_\_\_ Employed to (Mo./Yr.) \_\_\_\_\_

Your position title \_\_\_\_\_ Starting base pay \_\_\_\_\_

List your duties/responsibilities \_\_\_\_\_

Reason for leaving \_\_\_\_\_

**COMMENTS AND ACCOMPLISHMENTS:** Explain below, or on another sheet, your primary area of specialization. If applying for administrative, management or technical positions, outline all programs designed or implemented. Note any other details that should be considered in reviewing your qualifications including professional affiliations, honors and awards, theses, publications, patents, etc.

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**REFERENCES:** List individuals who can attest to your abilities/work accomplishments. (Do not include individuals listed in the Employment Background section.)

Name	Address	Phone	Relationship
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**ADDITIONAL INFORMATION:**

Have you ever been employed by InfoPro Corporation? Yes \_\_\_ No \_\_\_

If yes, list dates and location: \_\_\_\_\_

Do you have any relatives employed by InfoPro Corporation? Yes \_\_\_ No \_\_\_ If yes, list name(s) and location(s):

How did you find out about the position(s) for which you are applying?

Walk-in \_\_\_ Ad \_\_\_ If newspaper ad, what paper \_\_\_\_\_ Other \_\_\_\_\_

Have you ever been convicted of a felony (using your current name or under another name)? Yes \_\_\_ No \_\_\_

If yes, explain below (Include full name under which you were convicted. Conviction will not necessarily disqualify an applicant from employment. Factors such as age, elapsed time, seriousness, nature of conviction and rehabilitation will be taken into account):

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**EEO POLICY:** InfoPro Corporation is committed to providing equal opportunity in its recruitment, management, promotion, activities and employment without discrimination on the basis of age, disability, national origin, race, marital status, religion, or sex.

**CERTIFICATIONS:**

I understand and agree that this application is not a contract and that acceptance of employment is not a contract of employment for a specified term. I understand and agree that I may resign my employment with InfoPro Corporation at any time for any reason, and that my employment may be terminated at the will of InfoPro Corporation at any time for any reason. I also understand that any handbooks, manuals, policies, and procedures maintained by InfoPro Corporation or the location to which I am assigned are not contractual in nature and may be amended or abolished at the sole discretion of InfoPro Corporation at any time.

Further, should I become an employee of InfoPro Corporation or any of its contractors, I will adhere to InfoPro Corporation policies and procedures, will report all suspected violations of law related thereto, and will conduct the company's business in a strictly ethical and legal manner. Furthermore, should I become an employee of InfoPro Corporation; I will abide by the terms of the Drug Free Workplace Act of 1988 and agree to notify the Office of Human Resources of any criminal drug conviction for a violation occurring in the workplace no later than five (5) days after such a conviction. I will, in addition, obey all of the laws of the United States and all localities, states, and nations where InfoPro Corporation does business or seeks to do business.

I certify that I have read, understand and will adhere to the aforementioned statements. I certify that the information furnished in this application and any supporting documents is true and complete to the best of my knowledge and belief, and I understand that any misrepresentation or omission of material fact on this or any other record submitted pertinent to employment will constitute grounds for immediate dismissal.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_