



# Practice Application for Employment

## General Information:

Date: \_\_\_\_\_

Full Name: \_\_\_\_\_ Current Phone Number: \_\_\_\_\_

Current Fax Number: \_\_\_\_\_ Current Email Address: \_\_\_\_\_

Current Address: \_\_\_\_\_  
 \_\_\_\_\_

Mobile Phone Number: \_\_\_\_\_

Position Desired \_\_\_\_\_ \$ \_\_\_\_\_ Present Salary \$ \_\_\_\_\_ Salary Desired \_\_\_\_\_ Earliest Start Date \_\_\_\_\_

Part-Time

Full-Time

Have you ever applied to SB & Company, LLC before? \_\_\_\_\_ If yes, when? \_\_\_\_\_

How did you find out about SB & Company, LLC? \_\_\_\_\_

Are you legally permitted to work in this country?  Yes  No

Have you ever been convicted of a crime other than a minor traffic violation?  Yes  No  
 If yes, give details on a separate page and attach to the application.

*Note: a criminal conviction is not an absolute bar to employment, but will be considered in relation to specific job requirements*

## Education / Training:

Please list all colleges/universities attended

College/University	1.	2.	3.
City, State			
Dates Attended*			
Degree and Graduation Date *			
Major			
Minor			
Overall GPA			
GPA in Major			
Number of Hours Worked Per Week While Attending College (If Applicable)			



## Previous Experience, Contd.

---

From (Month/Year)	Firm Name	Phone #	Starting Salary	Last Salary
-------------------	-----------	---------	-----------------	-------------

---

To (Month/Year)	Street	City	State	Zip
-----------------	--------	------	-------	-----

---

Job Title	Supervisor's Name	Supervisor's Title
-----------	-------------------	--------------------

Responsibilities: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Reason For Leaving: \_\_\_\_\_

May we contact the above employer? [  ] Yes [  ] No If no, why?

---

From (Month/Year)	Firm Name	Phone #	Starting Salary	Last Salary
-------------------	-----------	---------	-----------------	-------------

---

To (Month/Year)	Street	City	State	Zip
-----------------	--------	------	-------	-----

---

Job Title	Supervisor's Name	Supervisor's Title
-----------	-------------------	--------------------

Responsibilities: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Reason For Leaving: \_\_\_\_\_

May we contact the above employer? [  ] Yes [  ] No If no, why?

## Additional Qualifications:

Please identify any additional knowledge, skills, qualifications, or awards that will be helpful to us in considering your application for employment.

\_\_\_\_\_

\_\_\_\_\_



## Applicant's Certification:

I hereby certify that all statements made in this application and in the pre-employment process are true and correct to the best of my knowledge and belief. I understand and agree that any misrepresentation or omission of facts in my application or in the pre-employment process may result in rejection of my application, or termination of employment.

I understand an employee of SB & Company, LLC may make an investigation as to my character and general reputation. I authorize all current and past employers, schools, persons, and organizations having relevant information or knowledge to provide it to SB & Company, LLC for the use in deciding whether or not to offer me employment. I hereby release SB & Company, LLC, its representatives and all such employers, schools, persons and organizations from all liability in making or responding to inquiries in connection with my application.

I understand that if an employment relationship is established, my employment can be terminated at any time, with or without cause or notice, at the option of SB & Company, LLC or myself. I further understand that nothing contained in this application or in any other oral communication or representation from SB & Company, LLC or any SB & Company, LLC representative made at any time constitutes a contract, guarantee, promise or any other binding obligation on SB & Company, LLC.

Further, if granted a position with SB & Company, LLC, I will comply with all of SB & Company, LLC policies and procedures, a copy of which will be provided on or before my first week of employment.

Under Maryland law, an employer may not require or demand, as a condition of employment, perspective employment, or continued employment, that an individual submit to or take a lie detector or similar test. An employer who violates this law is guilty of a misdemeanor and subject to a fine not exceeding \$100.

In signing this form, I certify that I understand all the questions and statements in this application.

Acknowledged: \_\_\_\_\_

Signature of Applicant

Date

**EEO Statement:** SB & Company, LLC is an equal opportunity employer and will not discriminate against any application for employment on the basis of race, color, religion, sex, age, national origin, veteran status, disability; or on any other basis prohibited by law.