

# Application for Employment



VARIOUS LAWS PROHIBIT DISCRIMINATION BASED ON RACE, COLOR, SEX, RELIGION, NATIONAL ORIGIN, ANCESTRY, AGE, DISABILITY, OR MARITAL STATUS. PARAGON SYSTEMS IS AN EQUAL OPPORTUNITY EMPLOYER. AND YOUR RESPONSE TO ANY QUESTIONS WILL NOT BE USED AS A BASIS FOR DISCRIMINATION, BUT WILL BE JUDGED ON ITS RELEVANCE TO THE POSITION YOU ARE SEEKING.

Date of Application \_\_\_\_/\_\_\_\_/\_\_\_\_

## Personal Information

Name: Last		First	Middle	Social Security Number	
Home Address			City	State	Zip
Home Phone No.	Alternate Phone No.	Are you legally authorized or permitted to work in the United States?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
		Are you over 21 years old?		<input type="checkbox"/> Yes	<input type="checkbox"/> No

## Desired Employment

Position(s) applied for	Salary Requirements	Available start date / /
Type of Employment Desired	<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Temporary	
Are there any days, hours or locations that you are unavailable to work? Please list.	Can you travel if required? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Do you have a contractual agreement that could potentially limit your employment with Paragon Systems? If 'Yes', please identify.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Do you have any relatives that currently work for Paragon Systems? If 'Yes', please identify.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Are you currently employed elsewhere, attending school or training? If 'Yes', please identify.	<input type="checkbox"/> Yes <input type="checkbox"/> No	

## Skills

Summarize any special training, skills, licenses and/or certificates that may assist you in performing the position for which you are applying.		
Word Processing (WPM)	Years	Do you presently hold a DOD/DOE clearance? <input type="checkbox"/> No <input type="checkbox"/> Yes    If yes, what clearance level?
First Aid Certification Card? <input type="checkbox"/> Yes <input type="checkbox"/> No	Expiration Date    /    /	Are you currently GSA certified? <input type="checkbox"/> Yes <input type="checkbox"/> No
		Date of Certification    /    /
C.P.R. Certification Card? <input type="checkbox"/> Yes <input type="checkbox"/> No	Expiration Date    /    /	Fluent in the following languages:
Please list the <b>SECURITY LICENSES</b> you presently hold, give the type of license, the issuing state and the expiration date.		

## Education

Type of School	Name and Location			Degree/Area of Study	# Years Attended	Graduated (Circle One)	
High School	Name	Address				Yes	No
	City	State	Zip				
College (Undergraduate)	Name	Address				Yes	No
	City	State	Zip				
Graduate School	Name	Address				Yes	No
	City	State	Zip				
Other	Name	Address				Yes	No
	City	State	Zip				

## U.S. Military Service

Branch of Service	Years in Service	Technical Specialization	Type of Discharge	Rank Attained

## Employment History

List employment for the past 5 years starting with your most recent position. Account for any time during this period that you were unemployed. Please indicate if you were employed under a different name. **This section must be completed even if you are attaching a resume.**

May we contact your present employer? (circle one) Yes No

May we contact your past employer? (circle one) Yes No

Dates	Name and Address of Employer	Position Held and Supervisor	List Major Duties	Salary or Wages	Reason for Leaving
From: _____/_____/_____ mo. yr.	Name Address City State	Your Job Title Supervisor		Starting: Final:	
To: _____/_____/_____ mo. yr.	Phone ( )				
From: _____/_____/_____ mo. yr.	Name Address City State	Your Job Title Supervisor		Starting: Final:	
To: _____/_____/_____ mo. yr.	Phone ( )				
From: _____/_____/_____ mo. yr.	Name Address City State	Your Job Title Supervisor		Starting: Final:	
To: _____/_____/_____ mo. yr.	Phone ( )				
From: _____/_____/_____ mo. yr.	Name Address City State	Your Job Title Supervisor		Starting: Final:	
To: _____/_____/_____ mo. yr.	Phone ( )				

## Background

Have you ever been convicted of a crime or received a verdict of anything other than not guilty in any criminal investigation or proceeding?  Yes  No  
If 'Yes', attach a separate sheet describing when the conviction occurred, the facts and circumstances of any facts relating to disposition of the conviction.  
(Do not list any criminal charges for which the records have been sealed or expunged. A criminal conviction will not necessarily bar employment.)

Are there any criminal charges currently pending against you?  Yes  No Answering 'Yes' to this question will not disqualify you from being considered for this position. If yes, attach a separate sheet explaining the charge(s).

Have you ever been fired, terminated or asked to resign from any employment?  Yes  No If yes, please identify employer and explain basis for termination.

## Professional References

(Do not list relatives. Please indicate if you were employed under a different name.)

Name	Address	Daytime Phone No.	Title	Years Known

## Please read carefully

I certify that all information I have provided in order to apply for and secure work with Paragon Systems is true, complete and accurate. I have not withheld any facts that might give Paragon Systems a reason not to hire me. I understand that any information provided by me that is found to be false, incomplete or misrepresented in any respect, will be sufficient cause to (i) eliminate me from further consideration for employment, or (ii) may result in my immediate discharge from Paragon Systems' service, whenever it is discovered. I understand that Paragon Systems will verify statements made by me in the application. I understand that this application remains current for only 90 days. At the conclusion of that time, if I have not been notified by Paragon Systems and still wish to be considered for employment, it will be necessary for me to reapply and complete a new application. I understand that the federal government reserves the right to terminate or to refuse employment of any applicant or active employee working under any contract with Paragon Systems. I agree that, if I am employed, I will abide by all the rules and regulations of the company. I understand and agree that, if hired by Paragon Systems, my employment is at-will and that employment may be terminable at any time with or without cause, with or without prior notice, be either Paragon Systems or me. I further understand that although the terms and conditions of my employment with Paragon Systems may change, such changes will not affect the at-will employment relationship between me and Paragon Systems. I understand that this statement of the circumstances under which my employment can be terminated constitute the complete understanding between me and Paragon Systems. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that no supervisor or representative of Paragon Systems is authorized to make any assurances to the contrary and that no implied oral or written agreements contrary to the foregoing express language are valid unless they are in writing and signed by Paragon Systems' President. I understand that Paragon Systems has the right to search anything brought into the workplace, including desks, lockers, handbags, briefcases, and backpacks. I understand Paragon Systems' company benefits and rules and regulations may be changed, modified, deleted or added to the company at my time at the company's sole option and without prior notice. I acknowledge and agree that, at any time I am subjected to any type of discrimination or harassment, I will contact Paragon Systems' Human Resources Manager or the President immediately to obtain assistance in the resolution of those matters. I agree that I will settle any and all claims, disputes or controversies arising out of or relating to my application or candidacy for employment, employment, or cessation of employment with the Company, exclusively by final and binding arbitration before a neutral Arbitrator under the American Arbitration Association's "National Rules for the Resolution of Employment Disputes". By way of example only, such claims include claims under federal, state, and local statutory or common law, the law of contract, and the law of tort.

Applicant's Signature: \_\_\_\_\_ Date Signed: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

**Invitation to Self Identify**

Paragon Systems is an affirmative action government contractor. To assist us in our affirmative action commitment, and in compliance with government regulations, we ask applicants to our company to voluntarily identify their race or national origin and gender. This information will be kept confidential and used for statistical purposes only. This information will not be kept with your application and will be used only in accordance with federal and state regulations. **YOU ARE NOT REQUIRED TO PROVIDE THIS INFORMATION.**

**Race/Ethnic Origin/Gender**

**Please check:**

- Hispanic or Latino** – A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race.
- White (not Hispanic or Latino)** – A person having origins in any of the original peoples of Europe, the Middle East or North Africa.
- Black or African American (not Hispanic or Latino)** – A person having origins in any of the black racial groups of Africa
- Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino)** – A person having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific islands.
- Asian (Not Hispanic or Latino)** – A person having origins in any of the original peoples of the Far East, South East Asia, or the Indian Subcontinent, including for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- American Indian or Alaska Native (Not Hispanic or Latino)** – A person having origins in any of the original peoples of North and South America (including Central America), and who maintain tribal affiliation or community recognition.
- Two or More Races (Not Hispanic or Latino)** – A person who identify with more than one of the above five races, excluding Hispanic or Latino.

**Female**                       **Male**

Job Title Applied For: \_\_\_\_\_

Date of Job Application: \_\_\_\_\_ / \_\_\_\_\_

Where Application was Submitted: ONLINE