

Certified HR Experts, LLC  
1425 Crooked Hill Rd. # 6 1 7 6 4  
Harrisburg, PA 17106-61764  
717-461-3177

Email: [LAnnRawlings@CertifiedHRExperts.com](mailto:LAnnRawlings@CertifiedHRExperts.com)  
[www.CertifiedHRExperts.com](http://www.CertifiedHRExperts.com)

*\*Extensive HR Consulting, Direct Hiring, and more\**

## APPLICATION FOR EMPLOYMENT

*CERTIFIED HR EXPERTS, LLC (and/or it's clients) are an equal opportunity employer and does not unlawfully discriminate against otherwise qualified applicants on the basis of race, color, creed, religion, ancestry, age, sex, marital status, national origin, genetic information, disability or handicap, veteran status, or any other protected category.*

### PERSONAL INFORMATION

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

Name: \_\_\_\_\_  
Last First Middle

Present Address: \_\_\_\_\_  
Street City State Zip

Permanent Address: \_\_\_\_\_  
Street City State Zip

Primary Phone No.: \_\_\_\_\_ Secondary Phone No.: \_\_\_\_\_

Do you possess a valid PA Driver's License?  Yes  No

### EMPLOYMENT DESIRED

Position: \_\_\_\_\_ Referred By: \_\_\_\_\_

Desired Salary: \_\_\_\_\_ Date Available to Start: \_\_\_\_\_

Have you ever applied for employment with us in the past?  Yes  No

Have you ever been employed with us in the past?  Yes  No

If so, when? \_\_\_\_\_

Referred by \_\_\_\_\_

Do you possess a valid PA Driver's License?  Yes  No

Are you legally eligible for employment in the United States?  Yes  No  
(If offered employment, you will be required to provide documentation to verify eligibility.)

Are you currently employed?  Yes  No

If yes, may we contact your current employer?  Yes  No

All Hiring and Employment is At-Will

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**EMPLOYMENT EXPERIENCE:** List last four (4) employers, starting with the most current position.

<b>Date Month and Year</b>	<b>Name and address</b>	<b>Position</b>	<b>Reason for leaving</b>
From			
To			
From			
To			
From			
To			
From			
To			
From			
To			

**MILITARY SERVICE:**

List Dates of Military Service:

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**EDUCATIONAL BACKGROUND:** List last three (3) schools attended, starting with most recent.

<b>A. School</b>	<b>B. Years Completed</b>	<b>C. Degree/Diploma</b>	<b>D. Major</b>	<b>E. Minor</b>

**PROFESSIONAL LICENSES/CERTIFICATES:**

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**REFERENCES:** Give the names of three persons not related to you whom you have known at least one year.

Name and Address	Email Address	Telephone Number

All hiring and employment at (CERTIFIED HR EXPERTS, LLC) is at-will. I understand this application is not an employment contract, nor can it be used to create one. Employment has no specific term and may be terminated by the employee or the Company with or without notice. I acknowledge that the Company has not made any promises or representations that differ from those contained in this paragraph.

I understand I must provide satisfactory documents to establish my identity and right to work in the United States, if I'm offered a position, and that failure to provide this evidence will result in the termination of my employment.

I release and agree to hold harmless any individual, company, business institution or government agency from all liability with regard to furnishing information to the Company. I agree to release and hold harmless CERTIFIED HR EXPERTS, LLC from all liability with respect to the receipts of such information.

I certify that the information I have furnished on this application form is true and complete. I understand that if any misrepresentation has been made by me verbally or in writing, any offer of employment made to me may be withdrawn or my subsequent employment with CERTIFIED HR EXPERTS, LLC may be terminated.

Applicant's Name Printed: \_\_\_\_\_

Applicant's Signature: \_\_\_\_\_

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

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