

**Unicorn Communications, Inc.  
Employment Application Form**

**PLEASE PRINT ALL  
INFORMATION REQUESTED  
EXCEPT SIGNATURE**



**APPLICATION FOR EMPLOYMENT  
APPLICANTS WILL BE DRUG TESTED**

**PLEASE COMPLETE PAGES 1-6.** DATE \_\_\_\_\_

Name \_\_\_\_\_  
Last First Middle Maiden

Present address \_\_\_\_\_  
Number Street City State Zip

How long \_\_\_\_\_ Social Security No. \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Telephone ( ) \_\_\_\_\_

If under 18, please list age \_\_\_\_\_

**Position applied for** (1) \_\_\_\_\_ **Days/hours available to work**  
**Salary/Wage desired** (2) \_\_\_\_\_ **No Pref** \_\_\_\_\_ **Thur** \_\_\_\_\_  
 (Be specific) **Mon** \_\_\_\_\_ **Fri** \_\_\_\_\_  
**Tue** \_\_\_\_\_ **Sat** \_\_\_\_\_  
**Wed** \_\_\_\_\_ **Sun** \_\_\_\_\_

How many hours can you work weekly? \_\_\_\_\_ Can you work nights? \_\_\_\_\_

Employment desired  FULL-TIME ONLY  PART-TIME ONLY  FULL- OR PART-TIME

When available for work? \_\_\_\_\_

TYPE OF SCHOOL	NAME OF SCHOOL	LOCATION (Complete mailing address)	NUMBER OF YEARS COMPLETED	MAJOR & DEGREE
High School				
College				
Bus. or Trade School				
Professional School				

HAVE YOU EVER BEEN CONVICTED OF A CRIME?  No  Yes

If yes, explain number of conviction(s), nature of offense(s) leading to conviction(s), how recently such offense(s) was/were committed, sentence(s) imposed, and type(s) of rehabilitation. \_\_\_\_\_

\_\_\_\_\_

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APPLICATION FOR EMPLOYMENT

As employees will be driving company vehicles, please provide the following information:

Please make a copy of your driver's license and attach to this form when you return it.

DO YOU HAVE A DRIVER'S LICENSE?     Yes     No

What is your means of transportation to work? \_\_\_\_\_

Driver's license number \_\_\_\_\_ State of issue \_\_\_\_\_     Operator     Commercial (CDL)     Chauffeur  
Expiration date \_\_\_\_\_    CDL Class:  A     B     C    Endorsements: \_\_\_\_\_

Have you had any accidents during the past three years?    How many? \_\_\_\_\_

Have you had any moving violations during the past three years?    How Many? \_\_\_\_\_

OFFICE ONLY

Typing	<input type="checkbox"/> Yes		<input type="checkbox"/> Yes	Word	<input type="checkbox"/> Yes
	<input type="checkbox"/> No	_____ WPM	10-key	Processing	<input type="checkbox"/> No
			<input type="checkbox"/> No		_____ WPM
Personal	<input type="checkbox"/> Yes	PC	<input type="checkbox"/>	Other	_____
Computer	<input type="checkbox"/> No	Mac	<input type="checkbox"/>	Skills	_____

Please list two personal references other than relatives or previous employers.

Name _____	Name _____
Position _____	Position _____
Company _____	Company _____
Address _____	Address _____
_____	_____
Telephone (    ) _____	Telephone (    ) _____

An application form sometimes makes it difficult for an individual to adequately summarize a complete background. Use the space below to summarize any additional information necessary to describe your full qualifications for the specific position for which you are applying.

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**APPLICATION FOR EMPLOYMENT**

MILITARY

HAVE YOU EVER BEEN IN THE ARMED FORCES?  Yes  No Branch of Service: \_\_\_\_\_

ARE YOU NOW A MEMBER OF THE NATIONAL GUARD AND OR ACTIVE DUTY RESERVE?  Yes  No

Specialty \_\_\_\_\_ Date Entered \_\_\_\_\_ Discharge Date \_\_\_\_\_

**Work Experience** Please list your work experience for the **past five years** beginning with your most recent job held. If you were self-employed, give firm name. **Attach additional sheets if necessary.**

Name of employer Address City, State, Zip Code Phone number	Name of last supervisor	Employment dates  From To	Pay or salary  Start Final
Your last job title			

Reason for leaving (be specific)

List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.

Name of employer Address City, State, Zip Code Phone number	Name of last supervisor	Employment dates  From To	Pay or salary  Start Final
Your Last Job Title			

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May we contact your present employer?     Yes     No

Did you complete this application yourself     Yes     No

If not, who did? \_\_\_\_\_

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PLEASE READ CAREFULLY

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**APPLICATION FORM WAIVER**

In exchange for the consideration of my job application by Unicorn Communications, Inc. (hereinafter called "the Company"), I agree that:

Neither the acceptance of this application nor the subsequent entry into any type of employment relationship, either in the position applied for or any other position, and regardless of the contents of employee handbooks, personnel manuals, benefit plans, policy statements, and the like as they may exist from time to time, or other Company practices, shall serve to create an actual or implied contract of employment, or to confer any right to remain an employee of Unicorn Communications, Inc., or otherwise to change in any respect the employment-at-will relationship between it and the undersigned, and that relationship cannot be altered except by a written instrument signed by the President of the Company. Both the undersigned and Unicorn Communications, Inc. may end the employment relationship at any time, without specified notice or reason. If employed, I understand that the Company may unilaterally change or revise their benefits, policies and procedures and such changes may include reduction in benefits.

I authorize investigation of all statements contained in this application. I understand that the misrepresentation or omission of facts called for is cause for dismissal at any time without any previous notice. I hereby give the Company permission to contact schools, previous employers (unless otherwise indicated), references, and others, and hereby release the Company from any liability as a result of such contract.

I also understand that (1) the Company has a drug and alcohol policy that provides for pre-employment testing as well as testing after employment; (2) consent to and compliance with such policy is a condition of my employment; and (3) continued employment is based on the successful passing of testing under such policy. I further understand that continued employment may be based on the successful passing of job-related physical examinations.

I understand that, in connection with the routine processing of your employment application, the Company may request from a consumer reporting agency an investigative consumer report including information as to my credit records, character, general reputation, personal characteristics, and mode of living. Upon written request from me, the Company, will provide me with additional information concerning the nature and scope of any such report requested by it, as required by the Fair Credit Reporting Act.

I further understand that my employment with the Company shall be probationary for a period of six (6) months, and further that at any time during the probationary period or thereafter, my employment relation with the Company is terminable at will for any reason by either party.

Signature of applicant \_\_\_\_\_ Date: \_\_\_\_\_

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This Company is an equal employment opportunity employer. We adhere to a policy of making employment decisions without regard to race, color, religion, sex, sexual orientation, national origin, citizenship, age or disability. We assure you that your opportunity for employment with this Company depends solely on your qualifications.

**It should be understood that Unicorn is a Christian company. No employee is forced to be a Christian. However, we will give praise to our Lord frequently within the hearing of all or some employees, we will pray in public, the Bible and the Lord's words will be very visible, if this is offensive to you in anyway, then you should not join our company.**

Thank you for completing this application form and for your interest in our business.

## Please identify the following items:

Do you wear glasses:  Yes  No

Do you wear contacts:  Yes  No

What is your:

Small  Medium  Large  Xlarge  2Xlarge  3Xlarge  4Xlarge  5Xlarge

**Mens Shirts:**

S = 36-38

M = 40-42

L = 44-46

XL = 48-50

2X = 52

3X = 54

Small  Medium  Large  Xlarge  2Xlarge  3Xlarge

**Mens Trousers**

S = 27 1/2 - 31

M = 31 1/2 - 35

L = 35 1/2 - 39

XL = 39 1/2 - 43

2X = 43 1/2 - 47

3X = 47 1/2 - 51

What size of boots do you wear (assuming lace up)? \_\_\_\_\_ Width: \_\_\_\_\_

**US Sizes:**

4  5  6  6-1/2  7  7-1/2  8  8-1/2  9  9-1/2  10  10-1/2  11  11-1/2  12  13  14  15

What size of Hat do you wear?