



Application for Employment

CoServ is an equal opportunity employer and considers all qualified applicants for positions without regard to race, color, religion, national origin, sex (including pregnancy), age, disability, or any other characteristic or status protected by law. Applicants may request any accommodation needed to participate in the application process. This application was designed for use by persons applying for various types of positions.

Please answer all questions to the best of your ability. *"See resume"* is not an acceptable answer.

(PLEASE PRINT)

Date of Application: _____

Last Name: _____ First Name/MI: _____

Address: _____
(Street, City, State and Zip Code)

Phone#: _____ Alternative#: _____ E-mail: _____

Position Desired: _____ Full-Time Part-time Temporary (Check all that apply)

Date Available: _____ Are you currently employed? Yes No

Have you ever applied for a position with us? Yes No If "yes", when? _____

Have you ever been employed by us? Yes No If "yes", when? _____

Do any family members or relatives currently work for CoServ? Yes No If "yes", Explain: _____

Are you legally authorized to work in the United States? Yes No

REFERRAL SOURCE

- | | | |
|--|--|---|
| <input type="checkbox"/> Advertisement | <input type="checkbox"/> Current/Former Employee | <input type="checkbox"/> Reputation of CoServ |
| <input type="checkbox"/> College Recruitment | <input type="checkbox"/> Job Fair | <input type="checkbox"/> Workforce Commission |
| <input type="checkbox"/> CoServ Website | <input type="checkbox"/> Walk-in | <input type="checkbox"/> Other: _____ |

EDUCATIONAL DATA

High School: _____ City, State: _____

Number of Years Completed: _____ Diploma G.E.D.

College/Trade School: _____ City, State: _____

Course of Study: _____ Graduated? Yes No Degree: _____

Graduate School: _____ City, State: _____

Course of Study: _____ Graduated? Yes No Degree: _____

If school records are listed under a name other than that provided above, please print that name:

EMPLOYMENT HISTORY

Please give a complete record of your employment, including periods of unemployment, if any. Begin with your most recent employment and work back in time. You may attach a supplementary sheet if additional space is needed.

Please complete this section even if your resume is attached.

Employer: _____ Position: _____

Address, City, State: _____

Telephone: _____ Employed from: _____ to _____

Duties: _____

Salary: _____ Reason for Leaving: _____

Employer: _____ Position: _____

Address, City, State: _____

Telephone: _____ Employed from: _____ to _____

Duties: _____

Salary: _____ Reason for Leaving: _____

Employer: _____ Position: _____

Address, City, State: _____

Telephone: _____ Employed from: _____ to _____

Duties: _____

Salary: _____ Reason for Leaving: _____

Employer: _____ Position: _____

Address, City, State: _____

Telephone: _____ Employed from: _____ to _____

Duties: _____

Salary: _____ Reason for Leaving: _____

OTHER INFORMATION

- 1. May we contact your present employer? Yes No

- 2. Have you ever been dismissed or forced to resign from any employment? Yes No
(An affirmative response will not automatically disqualify you from being considered for employment.)
If "yes", please explain:

- 3. Do you have a valid driver's license? Yes No

- 4. Are you over 18 years of age? Yes No

- 5. Are you subject to any restrictions which could prevent you from accepting a job with CoServ, such as a noncompetition or nonsolicitation agreement with your previous employer? Yes No

If "yes", please explain. _____

- 6. Please review the job description of the job for which you are applying. Are you able, with or without reasonable accommodation, to perform all the essential functions of the job? Yes No
(A negative response will not automatically disqualify you from being considered from employment.)

- 7. Have you ever been convicted of, or pleaded guilty or "no contest" to, any crime (other than a minor traffic violation) and/or received deferred adjudication? Yes No
(An affirmative response will not automatically disqualify you from being considered for employment.)

If "yes", please explain. _____

REFERENCES

Include only individuals familiar with your work ability. DO NOT INCLUDE RELATIVES. You may include CoServ Employees, but you must have at least one (1) reference that is not affiliated with CoServ.

Name _____ Relationship _____

Telephone _____ Time Known _____

Name _____ Relationship _____

Telephone _____ Time Known _____

Name _____ Relationship _____

Telephone _____ Time Known _____

APPLICANT STATEMENT

READ THIS AGREEMENT THOROUGHLY AND CAREFULLY BEFORE SIGNING

I hereby affirm that the information provided on this application (and accompanying resume, if any) is true and complete to the best of my knowledge. I also understand and agree that any falsified information or significant omissions may disqualify me from further consideration for employment, and if discovered after I am hired, may result in dismissal. I also affirm that I am making this application because I am sincerely interested in being hired by CoServ and not for any other purpose.

I understand that CoServ is a subscriber under the Texas Worker's Compensation Act.

If offered employment in a position which requires driving while on duty, I understand that being insurable by CoServ's automobile liability insurance carrier, or otherwise having a safe driving record (which includes keeping a valid driver's license); immediately reporting any accidents or traffic violations to CoServ, and satisfaction of Department of Transportation and State driving regulations, if applicable, are conditions of my employment or continued employment. If hired, I understand that should I fail to satisfy any of the above requirements, I may be subject to immediate job termination. I further understand that I may fail to meet these requirements due to traffic violations, regardless of fault, occurring on or off the job, before or during the term of employment.

I further represent and agree that I have not and will not improperly disclose to CoServ any confidential business information, trade secrets, or proprietary information belonging to any former employer or other party.

I understand that if employment is offered and accepted, such employment is not for any specified term and can be terminated at any time, with or without cause and with or without notice, by either CoServ or me. I understand that this application is not, and is not intended to be, a contract of employment. I further understand that no employee of CoServ is authorized to make any agreement modifying this at-will relationship.

Signature of Applicant

Date

Note: This application will be retained for active consideration for employment until the position applied for is filled. After the position applied for is filled, you will need to complete a new application if you still wish to be considered for employment in positions that later become open.

HUMAN RESOURCES DEPARTMENT USE ONLY

Interviewer(s) _____ Date of Interview _____

Comments _____

Offer Extended? Yes No Date extended: _____ Accepted? Yes No



Please Note;

The following survey is not part of our employment application form. It is a voluntary candidate survey; providing this information is purely voluntary and failure to provide this information will not disqualify you from consideration for employment.



Affirmative Action

Voluntary Candidate Survey

CoServ is an equal opportunity employer and considers all qualified applicants for positions without regard to race, color, religion, national origin, sex (including pregnancy), age, disability, or any other characteristic or status protected by law. In keeping with this philosophy and to ensure compliance with federal and state standards for equal employment opportunity, we ask that you provide the information requested below. Providing this information is purely voluntary and failure to provide this information will not disqualify you from consideration for employment. Please select from the choices below those that best describe you.

Name (Please Print): _____ Date: _____

Position you are applying for: _____

RACE

- Hispanic or Latino
- White (not Hispanic or Latino)
- Black or African American (Not of Hispanic origin)
- Asian (not Hispanic or Latino)
- Native Hawaiian or Other Pacific Islander (not Hispanic or Latino)
- American Indian or Alaska Native (not Hispanic or Latino)
- Two or more races (not Hispanic or Latino)

GENDER

- Female
- Male

DISABLED/VETERAN

- Disabled
- Disabled Veteran
- Vietnam Era Veteran
- Other Veteran

DEFINITIONS as used by the Equal Employment Opportunity Commission (EEOC)

Hispanic or Latino: A person of Cuban, Mexican, Chicano, 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.

Asian (not Hispanic or Latino): a person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

Native Hawaiian or Other Pacific Islander (not Hispanic or Latino): a person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

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 maintains tribal affiliation or community attachment.

Two or More Races (not Hispanic or Latino): All persons who identify with more than one of the above five races

DISABLED/VETERAN

Disabled: Physical or mental impairment which substantially limits one or more major life activities; a record of having such an impairment or being regarded as having such an impairment.

Disabled Veteran: Disability rating by Veterans Administration at 30 percent or more, or released or discharged from active duty for disability incurred or aggravated in the line of duty.

Vietnam Era Veteran: Active military duty of more than 180 days, any part of which occurred between August 5, 1964, and May 7, 1975, and discharged or released from duty with other than a dishonorable discharge.

Other Veteran: Veterans, who served in the military, ground, naval or air service of the United States on active duty during a war or in a campaign or expedition for which a campaign badge has been authorized.

REFERRAL SOURCE

- | | | |
|--|--|---|
| <input type="checkbox"/> Advertisement | <input type="checkbox"/> Current/Former Employee | <input type="checkbox"/> Reputation of CoServ |
| <input type="checkbox"/> College Recruitment | <input type="checkbox"/> Job Fair | <input type="checkbox"/> Walk-in |
| <input type="checkbox"/> CoServ Website | <input type="checkbox"/> Other _____ | <input type="checkbox"/> Workforce Commission |

Please note that all the information above is retained separately from your application, will be used strictly for the purpose of statistical analysis, and will not be used in making employment decisions. Information concerning any disability will be kept confidential, except as is necessary for purposes of accommodation, first aid and safety.

Signature: _____ Date: _____