

**BEDFORD FIELDS, INC.**

**PRE-EMPLOYMENT QUESTIONNAIRE  
EQUAL OPPORTUNITY EMPLOYER**

**APPLICATION FOR EMPLOYMENT**

DATE \_\_\_\_\_

<b>PERSONAL INFORMATION</b>			
NAME (LAST NAME FIRST)		OFFICE USE ONLY	
ADDRESS	CITY	STATE	ZIP CODE
HOME NUMBER	CELL	REFERRED BY	
POSITION DESIRED	DATE YOU CAN START		SALARY DESIRED
CURRENTLY EMPLOYED YES NO	PRESENT EMPLOYER	TELEPHONE & CONTACT PERSON	
ARE YOU AVAILABLE TO WORK WEEKENDS/HOLIDAYS?		YES	NO
ARE YOU RESTRICTED FROM LIFTING HEAVY OBJECTS?		YES	NO
DO YOU PREFER FULL TIME OR PART TIME? IF PART TIME, SPECIFY HOURS		FULL	PART
HAVE YOU COMPLETED HIGH SCHOOL?		YES	NO NOT YET
HAVE YOU COMPLETED COLLEGE? DEGREE/MAJOR?		YES	NO NOT YET
HONORS RECEIVED?			
INSTRUCTIONS FOR THE NEXT TWO QUESTIONS: Do not include convictions that were sealed, eradicated, erased, annulled by a court, or expunged, or convictions that resulted in referral to a diversion program.			
HAVE YOU EVER PLEAD GUILTY OR NO CONTEST TO, OR BEEN CONVICTED OF ANY CRIMINAL OFFENSE OTHER THAN THE APPLICABLE EXCEPTIONS LISTED ABOVE?		YES	NO
HAVE YOU EVER BEEN ARRESTED FOR ANY MATTERS FOR WHICH YOU ARE OUT ON BAIL OR ON YOUR OWN RECOGNIZANCE PENDING TRIAL?		YES	NO
CRIMINAL OFFENSES ONLY: IF YOU ANSWERED YES TO EITHER OF THE ABOVE TWO QUESTIONS, PLEASE PROVIDE THE DATE(S) AND EXPLAIN IN ACCORDANCE WITH THE ABOVE INSTRUCTIONS SO THAT INDIVIDUAL CIRCUMSTANCES CAN BE CONSIDERED. _____			
CRIMINAL CONVICTIONS OR ARRESTS WILL NOT AUTOMATICALLY DISQUALIFY AN APPLICANT FROM A PARTICULAR JOB. BEDFORD FIELDS WILL CONSIDER THE NATURE OF THE CRIME, ITS SERIOUSNESS, WHETHER THE CONVICTION(S) SUBSTANTIALLY RELATES TO THE POSITION'S FUNCTIONS AND QUALIFICATIONS, THE FREQUENCY OF CONVICTIONS, THE APPLICANT'S AGE AT THE TIME OF THE CONVICTION, THE TIME ELAPSED SINCE THE DATE OF CONVICTION OR COMPLETION OF JAIL SENTENCE, THE APPLICANT'S ENTIRE WORK AND EDUCATIONAL HISTORY, AND EMPLOYMENT REFERENCES AND RECOMMENDATIONS.			
HAVE YOU EVER INITIATED AN ACT OF VIOLENCE IN THE WORKPLACE? YES NO			
IF YES, PLEASE PROVIDE THE DATE(S) AND EXPLAIN SO THAT INDIVIDUAL CIRCUMSTANCES CAN BE CONSIDERED. (A "YES" ANSWER WILL NOT NECESSARILY DISQUALIFY YOU FROM EMPLOYMENT.) _____			

## WORK EXPERIENCE

Please list the names of your present or previous employers in chronological order with present or last employer listed first. Account for all periods of time including any period of unemployment. If self-employed, supply firm name and business references. You may include any verifiable work performed on a volunteer basis, internships, or military service. Your failure to completely respond to each inquiry may disqualify you for future employment consideration.

EMPLOYER NAME		ADDRESS		TYPE OF BUSINESS	
TELEPHONE	DATES EMPLOYED FROM TO		JOB TITLE/DUTIES		
SUPERVISORS NAME		MAY WE CONTACT? YES NO		IF NO, WHY NOT?	
WAGES START FINAL		REASON FOR LEAVING			

WHAT WILL THIS EMPLOYER SAY WAS THE REASON YOUR EMPLOYMENT TERMINATED?

HOW MUCH NOTICE DID YOU GIVE WHEN RESIGNING? IF NONE, PLEASE EXPLAIN.

EMPLOYER NAME		ADDRESS		TYPE OF BUSINESS	
TELEPHONE	DATES EMPLOYED FROM TO		JOB TITLE/DUTIES		
SUPERVISORS NAME		MAY WE CONTACT? YES NO		IF NO, WHY NOT?	
WAGES START FINAL		REASON FOR LEAVING			

WHAT WILL THIS EMPLOYER SAY WAS THE REASON YOUR EMPLOYMENT TERMINATED?

HOW MUCH NOTICE DID YOU GIVE WHEN RESIGNING? IF NONE, PLEASE EXPLAIN.

PLEASE EXPLAIN ALL GAPS IN YOUR EMPLOYMENT HISTORY IN EXCESS OF ONE MONTH.

HAVE YOU EVER BEEN TERMINATED OR ASKED TO RESIGN FROM ANY JOB? YES NO

HAS YOUR EMPLOYMENT EVER BEEN TERMINATED BY MUTUAL AGREEMENT? YES NO

HAVE YOU EVER BEEN GIVEN THE CHOICE TO RESIGN RATHER THAN BE TERMINATED? YES NO

IF YOU ANSWERED YES TO ANY OF THE ABOVE 3 QUESTIONS, PLEASE EXPLAIN THE CIRCUMSTANCES OF EACH OCCASION.

LIST ALL SPECIAL SKILLS THAT YOU FEEL QUALIFY YOU FOR THE JOB FOR WHICH YOU ARE APPLYING:

## REFERENCES

GIVE THE NAMES OF THREE PERSONS NOT RELATED TO YOU, WHOM YOU HAVE KNOWN AT LEAST ONE YEAR

NAME	ADDRESS	TELEPHONE	BUSINESS
1			
2			
3			

## APPLICANT CERTIFICATION AND AUTHORIZATION

I understand and agree that if driving is a requirement of the job for which I am applying, my employment and/or continued employment is contingent on possessing a valid driver's license and automobile liability insurance in an amount equal to the minimum required by the state where I reside. I understand that Bedford Fields maintains a drug-free workplace and may require a drug and/or alcohol testing program consistent with applicable federal and state law. I understand that if a pre-employment (post-offer) drug and/or alcohol test is positive, the employment offer may be withdrawn. I agree to work under the conditions requiring a drug-free workplace. If employed, I understand that the taking of alcohol and/or drug tests is a condition of continual employment and I agree to undergo alcohol and drug testing consistent with Bedford Fields policies and applicable federal and state law. If employed by Bedford Fields, I understand and agree that Bedford Fields, to the extent permitted by federal and state law, may exercise its right, without prior warning or notice, to conduct investigations of property (including, but not limited to, files lockers, desks, vehicles, and computers) and, in certain circumstances, my personal property.

I certify that all the information on this application, my resume, or any supporting documents I may present during any interview is and will be complete and accurate to the best of my knowledge. I understand that any falsification, misrepresentation, or omission of any information may result in disqualification from consideration for employment or, if employed, disciplinary action, up to and including immediate dismissal.

I understand that neither this application nor any communication by a management representative is intended to create or does create a contract of employment, offer, or promise of employment for a definite term. I acknowledge that if hired by Bedford Fields, employment is on an at-will basis in accordance with state law. This means Bedford Fields is free to terminate my employment at any time, with or without cause or advance notice, in accordance with state law, and acceptance of employment is not a contract of employment for any specified time. Similarly, I am free to terminate my employment with Bedford Fields at any time for any reason. I agree to conform to the rules and regulations of Bedford Fields and I understand that Bedford Fields has complete discretion to modify such rules and regulations at any time, except that it will not modify its policy of employment at-will or its arbitration policy, if any.

I authorize Bedford Fields to confirm all statements contained in this application and/or resume at it relates to the position I am seeking and to the extent permitted by federal and state law. I agree to complete any requisite authorization forms for the background investigation.

I authorize and consent to, without reservation, any party or agency contacted by Bedford Fields to furnish the above-mentioned information. I hereby release, discharge, and hold harmless, to the extent permitted by federal and state law, any party delivering information to Bedford Fields or its duly authorized representative pursuant to this authorization from any liability, claims, charges, or causes of action which I may have as a result of the delivery or disclosure of the above requested information. I hereby release from liability Bedford Fields and its representative for seeking such information and all other persons, corporations, or organizations furnishing such information.

If hired by Bedford Fields, I understand that I will be required to provide genuine documentation establishing my identity and eligibility to be legally employed in the United States by Bedford Fields. I also understand Bedford Fields employs only individuals who are legally eligible to work in the United States for Bedford Fields.

I CERTIFY THAT ALL OF THE INFORMATION THAT I HAVE PROVIDED ON THIS APPLICATION IS TRUE, ACCURATE AND COMPLETE

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

If the applicant is a minor, the foregoing release and consent must be signed by the applicant's parent or legal guardian. Signature by the applicant's parent or legal guardian constitutes acknowledgement by the applicant and the parent or legal guardian that Bedford Fields, to the extent permitted by federal and state law, can test the applicant for controlled substances, conduct inspections of property without notice, and communicate screen results to Bedford Fields personnel who need to know, the applicant, and the applicant's parent or legal guardian.

Parent/Legal Guardian \_\_\_\_\_ Date \_\_\_\_\_