

READ THIS FIRST!

Before you apply for employment with this company, you must determine if you can meet our basic employee qualifications.

Self Test

Read the following questions and answer yes or no:

1. Have you ever been convicted for theft, conversion, robbery or fraud?
2. Have you ever been convicted of a criminal felony?.....
3. Have you ever been convicted for a misdemeanor involving physical assault, battery or sexual harassment?
4. Do you use illegal drugs?
5. Have you ever reported to work while intoxicated?
6. Do you owe delinquent child support payments?
7. Are you an illegal alien?
8. Do you have difficulty reporting to work on time?
9. Have you ever been fired for excessive absenteeism?
10. Do you have a physical condition that would prevent you from performing this job safely?
11. Do you have difficulty reading or writing?

If you answered **Yes** to any of these questions you may not qualify for employment.

If you answered **No** to all the questions, please read the enclosed **Hiring Policy** and complete the Employment Application

Return your completed application to : Movemart Relocation
1501 Key Road Ste A
Columbia, SC 29201

APPLICATION FOR EMPLOYMENT with *Movemart Relocation, Inc.*

Position Desired: _____ Part time Full time Date: _____

Name: _____
 (Print) Last First Middle

Present Address: _____ How long have you lived there? _____
 Street and Number City State Years Months

Your Phone # (_____) _____ - _____

Have you ever worked for this company before? Yes No
 If Yes, please give dates and position(s) held: _____

Have you ever pled guilty or "no contest" to, or been convicted of a serious misdemeanor or felony?
 Yes No
 If Yes, please give the date(s) and details:

Have you been arrested for any matters for which you currently are out on bail or on your own recognizance pending trial? Yes No
 If Yes, please give the date(s) and details:

Note: Answering "Yes" to these questions does not constitute an automatic bar to employment. Factors such as age and time of the offense, seriousness and nature of the violation, and rehabilitation will be taken into account. In answering these questions, do not include the following: (1) minor traffic infractions, (2) convictions for which the record has been sealed or expunged, (3) referrals to or participation in any diversion programs.

Record of Previous Employment

Please list the names of your present and previous employers in chronological order with the present, or most recent, employer first. Be sure to account for all periods of time including military service and any periods of unemployment. If self-employed, give the name of the firm or business and supply business references. Use additional pages if needed.

Present or Most Recent Employer	Employed	Pay	Position or Title	Reason for Leaving
_____ Name of company or firm	From (mo/yr)	Start:	_____ Name and Title of last supervisor	
_____ Address	To	\$ _____ Final		
_____ City, State, Zip Code	(mo/yr)	\$ _____		
_____ Area Code and Telephone				

<u>Previous Employer</u> <hr/> Name of company or firm <hr/> Address <hr/> City, State, Zip Code <hr/> Area Code and Telephone	<u>Employed</u> From (mo/yr) <hr/> To (mo/yr)	<u>Pay</u> Start: \$ Final \$	<u>Position or Title</u> <hr/> Name and Title of last supervisor	<u>Reason for Leaving</u>
<u>Previous Employer</u> <hr/> Name of company or firm <hr/> Address <hr/> City, State, Zip Code <hr/> Area Code and Telephone	<u>Employed</u> From (mo/yr) <hr/> To (mo/yr)	<u>Pay</u> Start: \$ Final \$	<u>Position or Title</u> <hr/> Name and Title of last supervisor	<u>Reason for Leaving</u>
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Have you ever been terminated or asked to resign from any job? Yes No

If Yes, please explain circumstances: _____

Please explain fully any gaps in your employment history: _____

May we contact your current employer? Yes No. If No, please explain: _____

Please indicate any actual experience, special training or qualification that you have that you feel is relevant to the position for which you are applying: _____

Have you ever used another name? Yes No
 If so, what other names? _____

Is any additional information relative to any change of name, use of an assumed name, or nickname necessary to enable a check on your work and educational records? Yes No

If Yes, please explain: _____

If hired, can you provide proof that you are authorized to work in the United States on an unrestricted basis? Yes No.

If hired, can you provide proof that you are over 18 years of age? Yes No.

Are you capable of satisfactorily performing the essential job duties of the position, with or without reasonable accommodation, for which you are applying? (Please review the attached job description.) Yes No.

Do you have adequate transportation to and from work? Yes No.

Education

School Name	Years Completed (circle one)	Diploma /Degree	Describe Course of Study or Major	Describe Specialized Training, Experience, Skills and Extra-Curricular Activities
Elementary:	4 5 6 7 8			
High School:	9 10 11 12			
College/University:	1 2 3 4			
Graduate/Professional:	1 2 3 4			
Trade/Correspondence:				
Other:				

Personal References

Please list at least three persons who know you well – *not* previous employers or relatives

Name	Occupation	Address (Street, City and State)	Telephone Number	Number of Years Known

I certify that all of the information that I have provided on this application is true and accurate

Date

Signature of Applicant

Applicant's Statement & Agreement

Work Rules. In the event of my employment with [Movemart Relocation], I agree to comply with all rules and regulations of [Movemart Relocation].

Drug/Alcohol Test. I understand that [Movemart Relocation] reserves the right to require me to submit to a test for the presence of drugs in my system prior to employment and at any time during my employment to the extent permitted by law.

Medical Examination. I understand that any offer of employment may be contingent upon the passing of a physical examination. I consent to the disclosure of the results of any physical examination or related tests to [Movemart Relocation]. I understand that should I decline to sign this consent or decline to take any of the above-described tests, my application for employment may be rejected or my employment may be terminated.

Background Investigation. I understand that [Movemart Relocation]'s consideration of my application includes an investigation of the information I have provided on this application and other relevant information such as my driving record and criminal record, if any. I understand that should I decline to consent to such an investigation, my application for employment may be rejected or my employment may be terminated.

At Will Employment. If hired, I further agree as follows: My employment and compensation are terminable at will, are for no definite period, and my employment and compensation may be terminated by [Movemart Relocation] (employer) at any time and for any reason whatsoever, with or without good cause at the option of either [Movemart Relocation] or myself. No implied, oral or written agreements contrary to the express language of this agreement are valid unless they are in writing and signed by the President of the Company [or majority owner or owners if [Movemart Relocation] is not a corporation]. This agreement takes the place of all prior and contemporaneous agreements, representations, and understandings between me and [Movemart Relocation].

I hereby certify that all the information that I have provided on this application or any other document filled out in connection with my employment, and in any information that I have provided during any interview is true and correct. I have withheld nothing that would, if disclosed, effect this application unfavorably. I understand that if I am employed and any such information is later found to be false or incomplete in any respect, I may be dismissed.

If you have any questions regarding this agreement, please ask a Company representative before signing.

I hereby acknowledge that I have read the above statements and agreements and understand the same.

MY SIGNATURE BELOW ATTESTS TO THE FACT THAT I HAVE READ, UNDERSTAND, AND AGREE TO BE LEGALLY BOUND BY ALL OF THE ABOVE TERMS.

DATE

Signature of Applicant