



Do you have “Recent Work Experience?”

In addition to the other requirements you’ll need to meet to work at InformSources LLC, you need to have “recent work experience” to prove to us that you are reliable and practiced in your participation in the workforce.

Do you have “Recent Work Experience?” Please answer the following questions to determine if we think you do. Deployment or full-time enlistment in the armed services is counted as work history.

1. Have you held a job lasting 6 months or longer in the past 12 months? (not including temp jobs)

Yes → Great! Please fill out an application.

No → Try question 2

2. Do you have recent history of jobs lasting 2 or more years?

Yes → Great! Please fill out an application.

No → I’m sorry, but you won’t qualify for an interview. Please try again in the future.



172 N Allen St, Albany, NY 12206
Phone (518) 687-6700 Schedule Interview → x215

Application for Employment

(Please Print)

JOB INTERVIEW INSTRUCTIONS

1. Please remove your hats and headwear in reception area. This does not include religious garb.
2. Please wait patiently for someone to greet you. We do check regularly.
3. Do not enter calling floor or other offices near the reception area. Someone will greet you.

Company Policies:

We are an equal opportunity employer, dedicated to a policy of non-discrimination in employment on any basis including age, sex, color, race, creed, national origin, religious persuasion, marital status, political belief, or disability that does not prohibit performance of essential job functions.

It is our policy that we do not hire immediate family members or significant others (spouses, boyfriends/girlfriends, parents with children in common) -- "Relations." Please be sure to disclose all known Relations.

It is our policy that, whenever allowed by law, we do not provide any employment references for new-hires, including employment references to landlords, rental agents, or the like, until we get to know you. Therefore, we require new employees to attain 70 Net-Logged Hours before we will consider any such references. Net-Logged Hours are hours worked minus Missed Hours, which is defined in our Wage Policy Memo.

Federal law prohibits the employment of unauthorized aliens. All persons hired must submit satisfactory proof of employment authorization and identity (valid driver's license, birth certificate, Green Card, etc.) within two days of being hired. Failure to submit such proof within the required time shall result in immediate employment termination.

Recent Work History is required.

Date: _____

I. Personal Information

Name: Last _____ First _____ Middle _____

Present Address _____

Permanent Address (if different than above) _____

Social Security Number _____ Telephone _____

Email: _____

1. Is there any information we would need about your name or use of another name for us to be able to check your work record? Please specify:
2. Do you have any relatives, significant others (boyfriends/girlfriends) or other "Relations" who are presently (or have formerly been) employed by InformSources LLC? (please include anyone who is scheduled to be employed or is currently applying).
3. Have you ever applied for employment at InformSources LLC? ___ Yes ___ No If yes, explain:
4. How were you referred to InformSources LLC? (which Newspaper, Website, etc...)
5. Have you ever been convicted of a felony? ___ Yes ___ No If yes, please explain:

II. Educational History

| | School Name/Location | Years Completed | Degree/Diploma |
|-----------------------|----------------------|-----------------|----------------|
| High School | _____ | _____ | _____ |
| College | _____ | _____ | _____ |
| Tech. Training | _____ | _____ | _____ |
| Grad School/ Other | _____ | _____ | _____ |

III. Employment Record - RECENT EMPLOYMENT HISTORY IS REQUIRED

Please include all employment for the last five years. *This section is required even if you have a resume or have references that are not local.*

- | | | | |
|------------------------------------------------|-----------------------|---------------|-------------|
| _____ | _____ | _____ | _____ |
| Company Name (Current or Most Recent Employer) | | Position Held | |
| _____ | Dates Employed: _____ | | _____ |
| Address | | From | To |
| _____ | _____ | _____ | _____ |
| Manager / Supervisor | | Telephone | Wage/Salary |
| Reason For Leaving _____ | | | |
- | | | | |
|--------------------------|-----------------------|---------------|-------------|
| _____ | _____ | _____ | _____ |
| Company Name | | Position Held | |
| _____ | Dates Employed: _____ | | _____ |
| Address | | From | To |
| _____ | _____ | _____ | _____ |
| Manager / Supervisor | | Telephone | Wage/Salary |
| Reason For Leaving _____ | | | |
- | | | | |
|--------------------------|-----------------------|---------------|-------------|
| _____ | _____ | _____ | _____ |
| Company Name | | Position Held | |
| _____ | Dates Employed: _____ | | _____ |
| Address | | From | To |
| _____ | _____ | _____ | _____ |
| Manager / Supervisor | | Telephone | Wage/Salary |
| Reason For Leaving _____ | | | |

NOTE: Use a separate sheet to list additional employers, if necessary. We may contact all of the employers listed on this application unless you specifically exclude them below. Please list any employers you do not want us to contact and your reason for the exclusion:

IV. References Please do not include relatives or former employers.

1. Name _____ Years Known _____
Address _____ Telephone _____
Occupation _____

2. Name _____ Years Known _____
Address _____ Telephone _____
Occupation _____

3. Name _____ Years Known _____
Address _____ Telephone _____
Occupation _____

V. Work Availability

1. If your application receives favorable consideration, when will you be available to begin work?

2. Do you have any objection to working overtime? () Yes () No
3. Can you work overtime without prior notice? () Yes () No
4. Can you work on Saturday? () Yes () No
5. Can you work on Sunday? () Yes () No
6. Can you travel if required by this position? () Yes () No
7. Can you work evenings? () Yes () No
8. Can you work day time hours? () Yes () No
9. Do you prefer to work part-time or full-time? () Part-time () Full-time
10. Are you seeking a position that will last more or less than one year? () More () Less

Preferred working hours

VI. Salary / Hourly Rate Requirements

If your application receives favorable consideration, what salary/hourly rate would you require?

\$ _____ per

VI. YOUR EXPECTATIONS

1. Some positions are filled well by temporary or part-time employees. Other positions require a lot of training and experience and can only be filled by permanent, longer-term personnel. Which description below best describes the position you are looking for? (Circle One)

- Temporary -Full-time
- Temporary -Part-time
- Permanent - Full-time
- Permanent -Part-time

2. Many people work for different reasons. Please indicate the most important reasons you work by filling in all 4 blanks below.

I work because I need _____.

I work because I need _____.

I work because I want _____.

I work because I want _____.

3. What special skills, or experience do you have? How will they be useful in your job? Please comment on your keyboarding / typing skills.

4. What position are you applying for?

5. Is there any other position you would like to train for, here at InformSources LLC?

6. Is there anything else we should know in considering your application?

V. Statement

I have read and fully understand the questions asked in this application and Company Policies (1st page). I certify that all answers given by me are true, accurate and complete and I understand that the omission and/or misrepresentation of any fact from this application or during any interview may result in my dismissal. I hereby authorize InformSources LLC to obtain reference information about me and release all persons from liability for doing so.

If you decide to engage an investigative consumer reporting agency to report on my credit and personal history, I authorize you to do so. If a report is obtained, you must provide, at my request, the name of the agency so I may obtain from them the nature and substance of the information contained in the report.

If hired, I agree to abide by all of the InformSources LLC rules and regulations and understand that, if employed, my employment with the Company would be expressly declared to be "at will," and the Company may terminate my employment at any time, for any reason or for no reason. Conversely, I would be able to terminate my employment with the Company at any time, for any reason or for no reason. None of the policies issued by the Company at any time are intended in any way to alter the rule that employment is "at will." I further understand that no representation, whether oral or written, by any representative or agent of InformSources LLC, at any time, can constitute a contract of employment. I understand that InformSources LLC and all plan administrators shall have the maximum discretion permitted by law to administer, interpret, modify, discontinue, enhance or otherwise change all policies, procedures, benefits or other terms or conditions of employment. No representative or agent of InformSources LLC, has the authority to enter into any agreement for employment for any specified period of time or to make any change in any policy, procedure, benefit or other term or condition of employment other than in a document signed by InformSources LLC' President or Vice President to make any agreement contrary to the foregoing.

I understand that My signature on this document represents my acknowledgement of the Company policies and procedures described herein. Furthermore, I acknowledge that it is my responsibility to ask for clarification of any policies or statements in this document, which I may not understand or agree with, prior to signing below.

Date

Signature of Applicant