



Application for Employment

**400 N 16th Ave,
Laurel, MS 39440**

Telephone 601- 428-0205

Facsimile 601- 428-4005

Today's Date: _____

Date available to begin work: _____

Position applying for: _____

full-time part-time

Are you a U.S. citizen or national, permanent resident, a refugee, an asylee, or authorized to work under the amnesty provisions of U.S. immigration law?

Yes No

No question on this form is asked for the purpose of limiting or excluding any applicant's consideration because of race, color, sex, creed, national origin, age, marital status, disability, religion, veteran status, or status in regard to public assistance, or membership or activity in a local commission. Burton Computer Resources is an Equal Opportunity Employer.

<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; border-bottom: 1px solid black;">Name</td> <td style="width: 25%; border-bottom: 1px solid black;">last</td> <td style="width: 25%; border-bottom: 1px solid black;">first</td> <td style="width: 25%; border-bottom: 1px solid black;">middle</td> </tr> <tr> <td colspan="4" style="border-bottom: 1px solid black;">Street address</td> </tr> <tr> <td style="border-bottom: 1px solid black;">City</td> <td style="border-bottom: 1px solid black;">State</td> <td colspan="2" style="border-bottom: 1px solid black;">ZIP</td> </tr> <tr> <td colspan="2" style="border-bottom: 1px solid black;">Home Telephone</td> <td colspan="2" style="border-bottom: 1px solid black;">Cell Telephone</td> </tr> <tr> <td colspan="2" style="border-bottom: 1px solid black;">Work Telephone</td> <td colspan="2" style="border-bottom: 1px solid black;">Email Address</td> </tr> </table>	Name	last	first	middle	Street address				City	State	ZIP		Home Telephone		Cell Telephone		Work Telephone		Email Address		<p>Your Social Security Number is requested on this form to facilitate record keeping and to minimize effort and errors in reference to other records which require the use of the Social Security Number. You have the right to refuse to provide your Social Security Number on this form without penalty or to request that it be removed at any time.</p> <p style="text-align: center;">Social Security Number</p> <p style="text-align: center;"> <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> </p> <p style="text-align: center;">_____</p> <p style="text-align: center;">Date of Birth</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">City, State of Birth</p>
Name	last	first	middle																		
Street address																					
City	State	ZIP																			
Home Telephone		Cell Telephone																			
Work Telephone		Email Address																			

EDUCATIONAL RECORD

Grade Point Average (GPA) is **required** and **will be verified**.

High School & Address	Did you graduate?	When?	GPA
College/Technical School & Address	major course	degree/certificate	Did you graduate?
Graduate or Professional School & Address	major course	degree/certificate	Did you graduate?

JOB-RELATED SKILLS

Certification	Date obtained	How obtained? (self study, class, etc.)
Certification	Date obtained	How obtained? (self study, class, etc.)

Knowledge, Experience and Achievements Applicable to Job:

Employment Record (in reverse chronological order)

Dates of Employment	Names and address of organization	Title or position	Duties and responsibilities	Name of supervisor	Reason for leaving	Ending Salary

Memberships in professional, social, or union organizations

Military Service	Branch of Service	Date of Entrance	Date of Discharge	Rank

Military assignments/Occupational specialty:

Explain any special circumstances:

References

Reference Name	Address	Telephone Number	How Reference Knows You

Limitations

Explain any personal responsibilities or health problems that might prevent you from coming to work such as defects in hearing, vision, or speech.

Law Violations

Have you ever been convicted by a court of law, fined, or forfeited collateral for breach or violation of any law, police, or traffic regulation other than minor traffic violation? **NOTE:** DUI, DWI, reckless driving, hit-and-run are not minor traffic violations.

Yes No If yes, explain in detail: _____

Driver's License number: _____
Make of vehicle: _____ Year: _____ License tag number: _____

JOB APPLICATION DISCLAIMER AND AUTHORIZATION

Please read carefully and sign below.

I understand this application and related documents may be shared with any BURTON COMPUTER RESOURCES affiliated individual or entity. I hereby authorize investigation of all statements contained in this application and related documents. I release BURTON COMPUTER RESOURCES from any and all liability resulting from such investigation. I affirm all information contained in this application is true and complete and that any misrepresentation, falsification, or willful omission and/or refusal to complete a pre-employment medical examination are sufficient reason for immediate termination of consideration for or actual employment by BURTON COMPUTER RESOURCES.

I understand that all conditions of employment, including but not limited to, hours, benefits, and salary are subject to change by BURTON COMPUTER RESOURCES at any time without prior notice to employees. I also understand that I am required to abide by all rules and regulations of BURTON COMPUTER RESOURCES, and I also agree as a condition of employment to periodic physical examinations and/or testing for illegal drugs.

I agree my answers to assessments (behavior and motivators) may be evaluated by employees of BURTON COMPUTER RESOURCES. In consideration of being permitted to take the assessments, I hereby release BURTON COMPUTER RESOURCES, its officers, employees, and the developers/distributor of the assessments from all liability of any kind.

BURTON COMPUTER RESOURCES is an Equal Opportunity Employer. BURTON COMPUTER RESOURCES is an "at will" employer and provide no employment contract whatsoever. Certain positions require ongoing education and recertification by state and federal agencies, and/or other organizations. Failure to comply with these rules will result in immediate suspension or termination. Personnel whose positions require driving will need to have a valid driver's license to remain insurable by the insurance carrier of BURTON COMPUTER RESOURCES.

I certify that the information provided by me in this application is true and complete to the best of my knowledge. I have read and understand the statements in the paragraphs above. By signing here, I am also verifying the accuracy and truthfulness of the information on my resume if provided.

Applicant's Name (Please print) _____

Applicant's
Signature: _____

Date: _____